



benchmark

Integrated Technology Services

ESTABLISHED IN 2003





ADVANSYS

ADULT EDUCATION MANAGEMENT SYSTEM

About Me:

Kevin Strickland,

President and CEO of Benchmark ITS

History and Experience: Graduate of Mississippi State University with a BS in Secondary Education

Taught World and US History to Seventh and Eighth Graders. Coached Football, Girls Basketball and Softball

Director of Web Development for a national publishing company

Founded Benchmark ITS in 2003

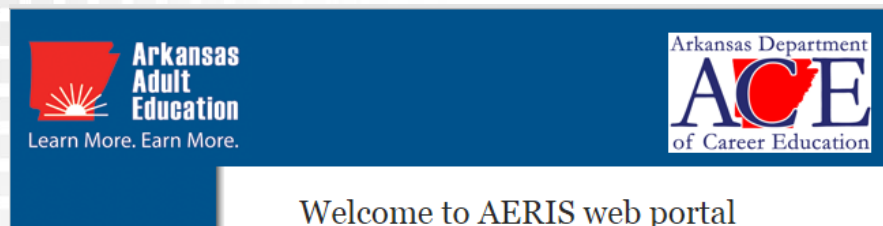


Primary Contacts

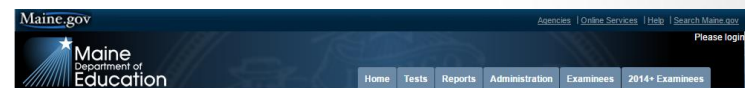
- Jenny Faulk, COO, Business Manager
Project Manager for AAEDMS Implementation
- Tim Turner, Director of Development
- Scott Travis, Development Lead
- Melissa Milam, ADVANSYS Training and Support
- Cari Posey, GED Fulfilment Services and Support



ADVANSYS



GED Advantage





A r i z o n a
Adult Education Data Management System

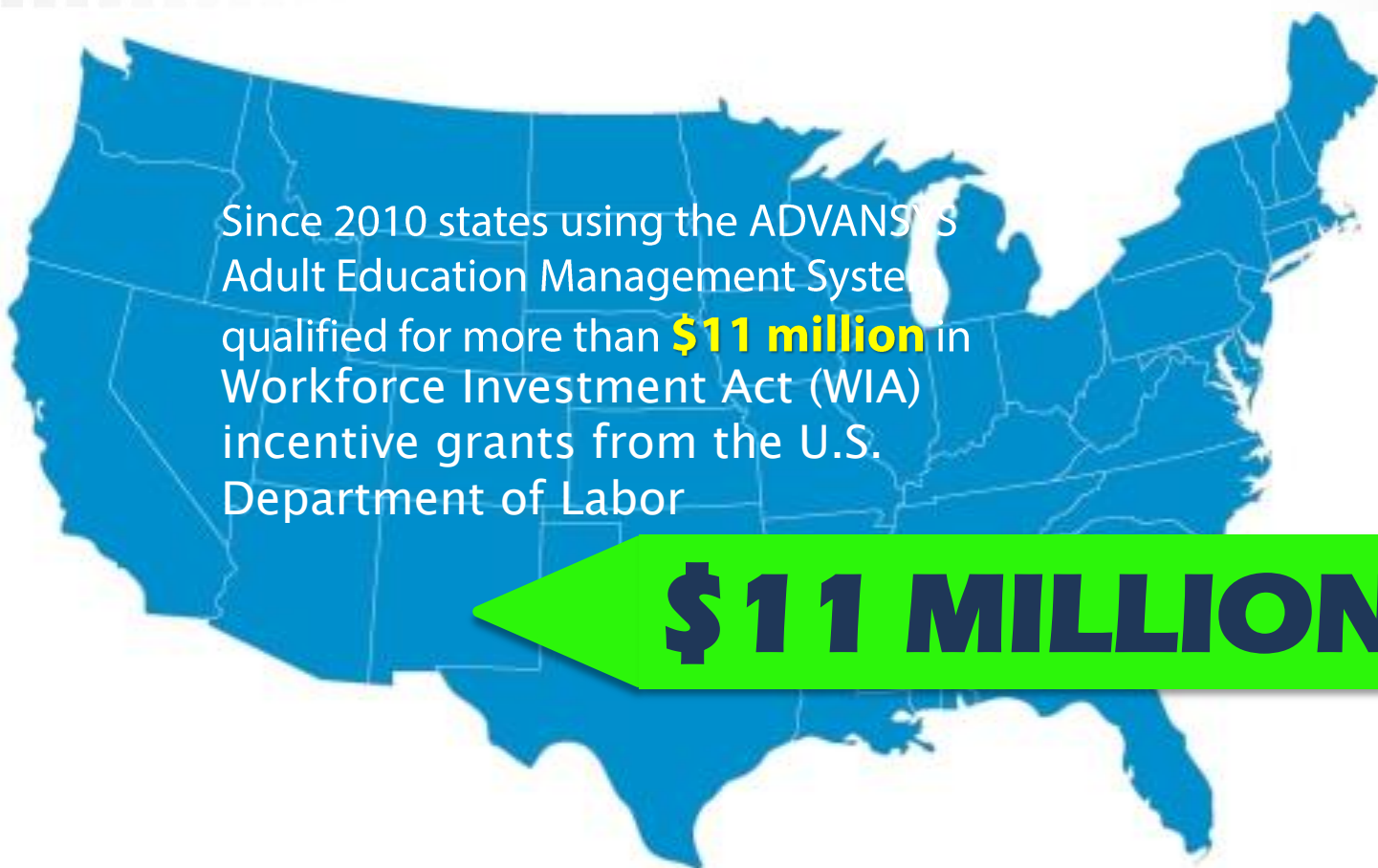


A r i z o n a
HSE State Tracking and Reporting System



System Benefits Why ADVANSYS?

IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS



Since 2010 states using the ADVANSYS Adult Education Management System qualified for more than **\$11 million** in Workforce Investment Act (WIA) incentive grants from the U.S. Department of Labor

\$11 MILLION

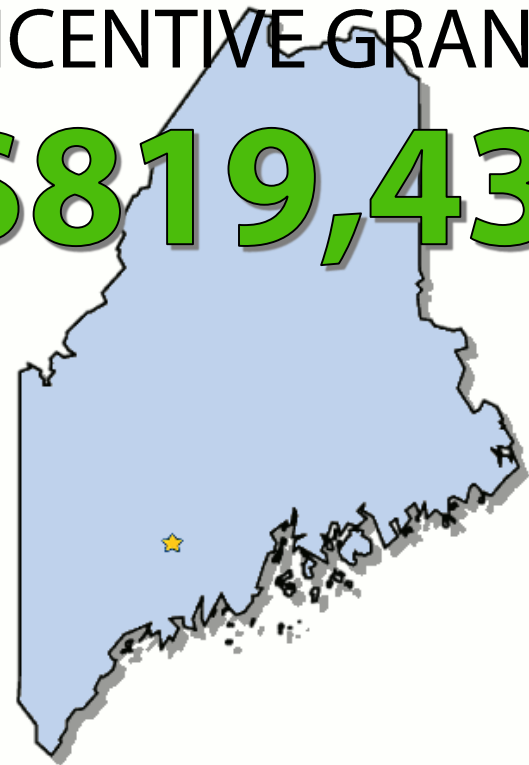
IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS

In the first year after installing the ADVANSYS Adult Education Management System, the State of Maine received an incentive grant of **\$819,433** from the U.S. Department of Labor.

It was the first time in 12 years that Maine qualified for the WIA incentive.

Two of the eight states to qualify for the incentive grant in 2014 were served by the ADVANSYS system.

INCENTIVE GRANT OF
\$819,433



IMPROVED ACCOUNTABILITY AND EFFICIENCY LEADS TO SUCCESS

In 2015, the state of Rhode Island was eligible to receive \$3 million in WIA Section 503 Performance Incentive Grants

<https://www.federalregister.gov/articles/2015/05/01/2015-10223/workforce-investment-act-of-1998-wia-notice-of-incentive-funding-availability-based-on-program-year>



INCENTIVE GRANT OF
\$3 Million

NRS-COMPLIANT

ADVANSYS was the first commercially available Adult Education Management System to offer full web capability and central data storage.

- ✦ Instant access to data
- ✦ Real-time reporting
- ✦ Program improvement initiatives
- ✦ Validation routines ensure accuracy
- ✦ Ease of use improves efficiency

NRS REQUIREMENTS

DESIGNED TO MEET ALL
REQUIREMENTS *for the National
Reporting System for Adult Education
and P.L. 105-220, the Workforce
Investment Act of 1998 and be consistent
with the U.S. Department of Education
and the U.S. Department of Labor.*

In addition to the NRS requirements, the system delivers information that allows state and local administrators to more effectively manage the day-to-day operations of their systems.



FOUR CORE GOALS

- ✦ Collect data
- ✦ Report it accurately
- ✦ Deliver it in a timely manner
- ✦ Give every user of the system – from state administrators to local teachers - the ability to use that data to improve performance.

EASY ACCESS- SAFE & SECURE

Securely access the system
from any web enabled device
anywhere with an internet
connection.

Supports:



Windows



MAC OS X and iOS



ANDROID



EASY ACCESS- DEVICES & BROWSERS

Access from your
desktop or laptop
computer



tablet

or
smartphone
devices



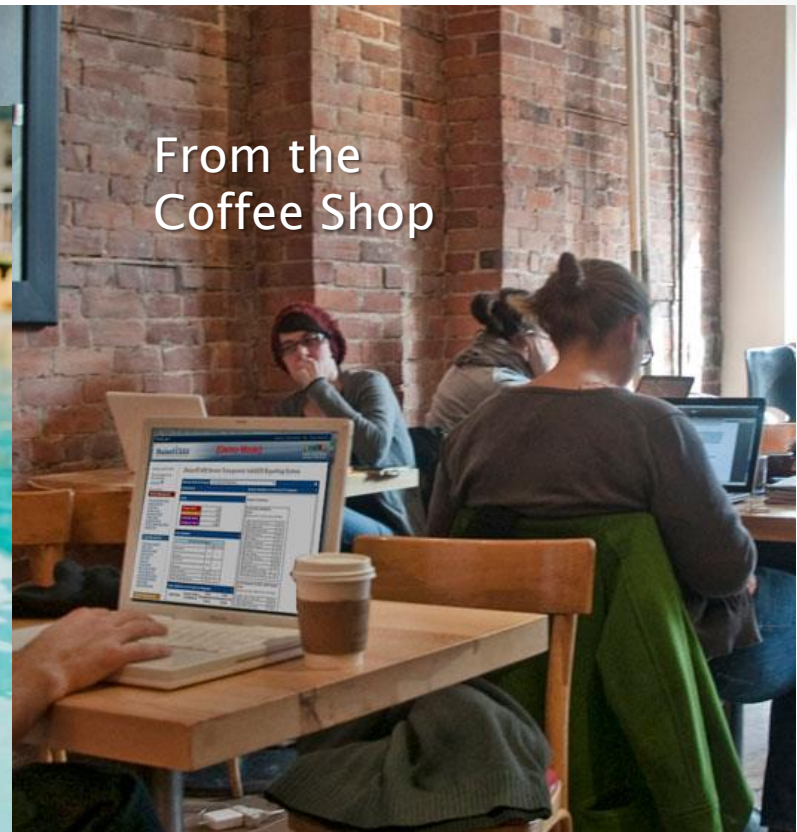
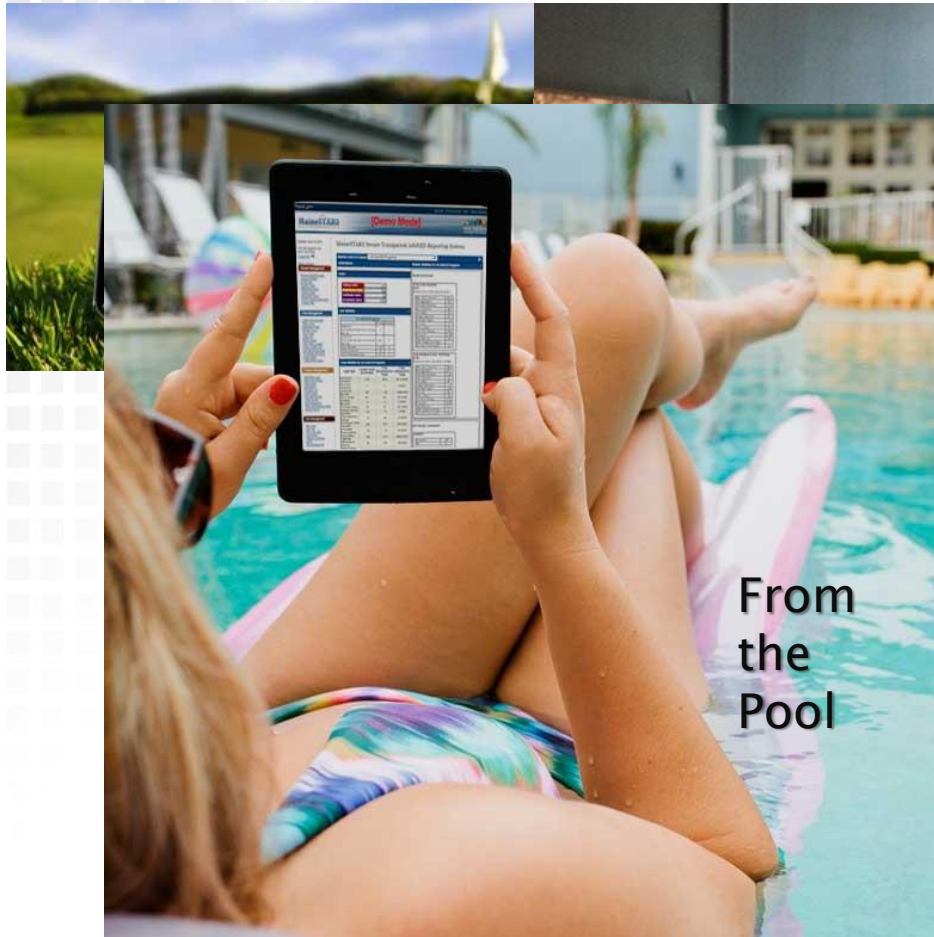
EASY ACCESS- ANY TIME, ANY PLACE

From Work



From Home

EASY ACCESS- ANY TIME, ANY PLACE



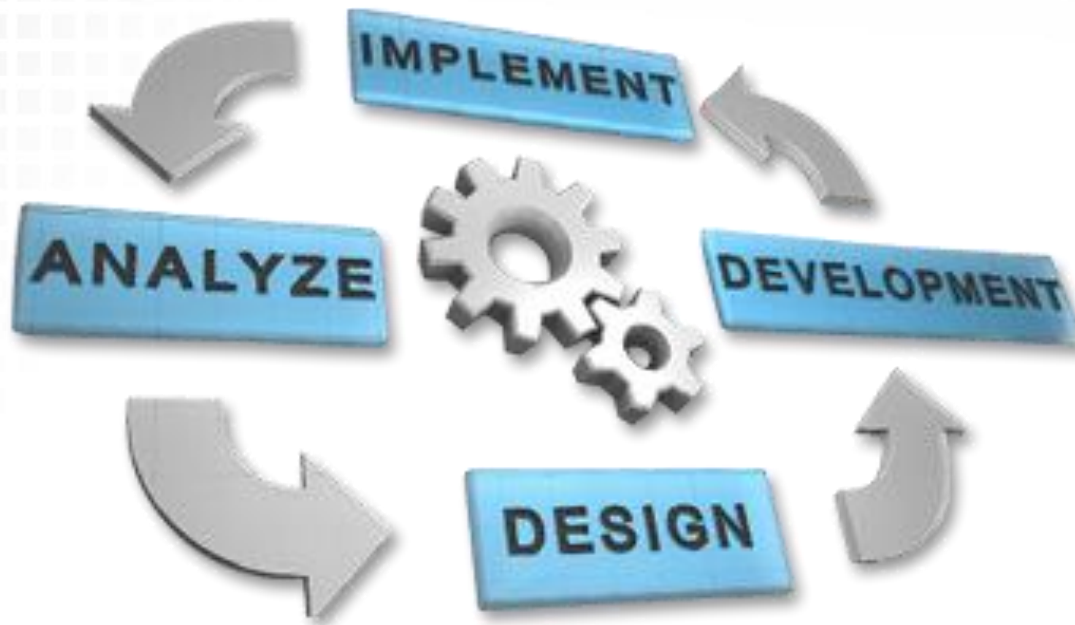
EASY ACCESS- ANY TIME, ANY PLACE



EASY ACCESS- ANY TIME, ANY PLACE



Even when you're
sick



System Design



USERS FIRST

User Friendly and Intuitive

ADVANSYS was designed with the end user in mind. Original design specifications relied on user feedback from data entry professionals, adult education teachers and program administrators.

USERS FIRST

Design and development decisions are based on feedback from system users at every level.

- Administrative Meetings
- Enhancement Requests
- Hands-on Training
- Online Webinars
- Support Feedback
- User Groups



PROTOCOLS AND BUSINESS RULES

ADVANSYS has protocols in place to enforce state and federal business rules and policies

- Choices are limited by dropdowns
- Protocols enforce required data entry
- EFL and Table 4 Qualifications are automatically generated
- Cohorts are automatically applied

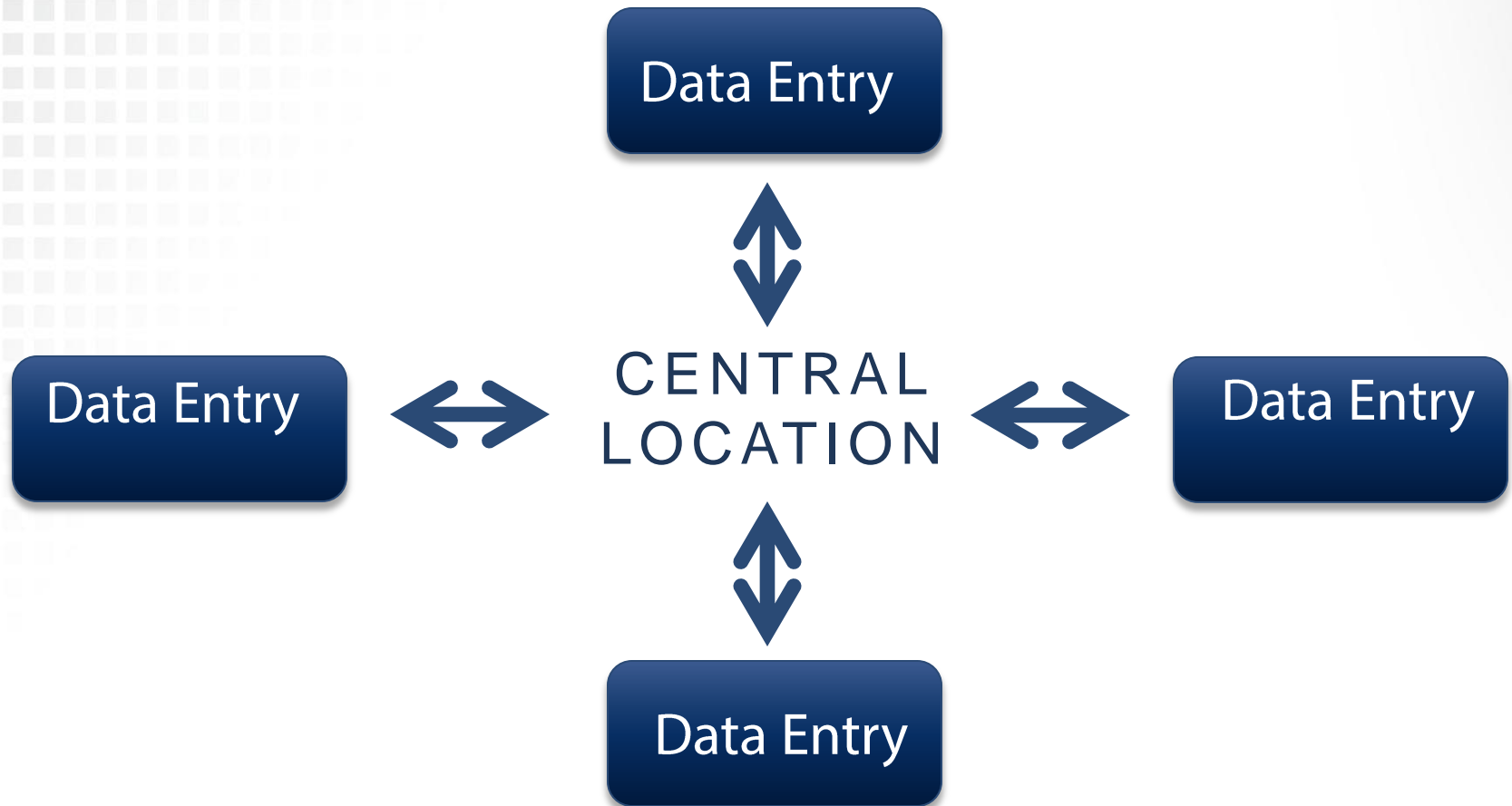


How does ADVANSYS work?



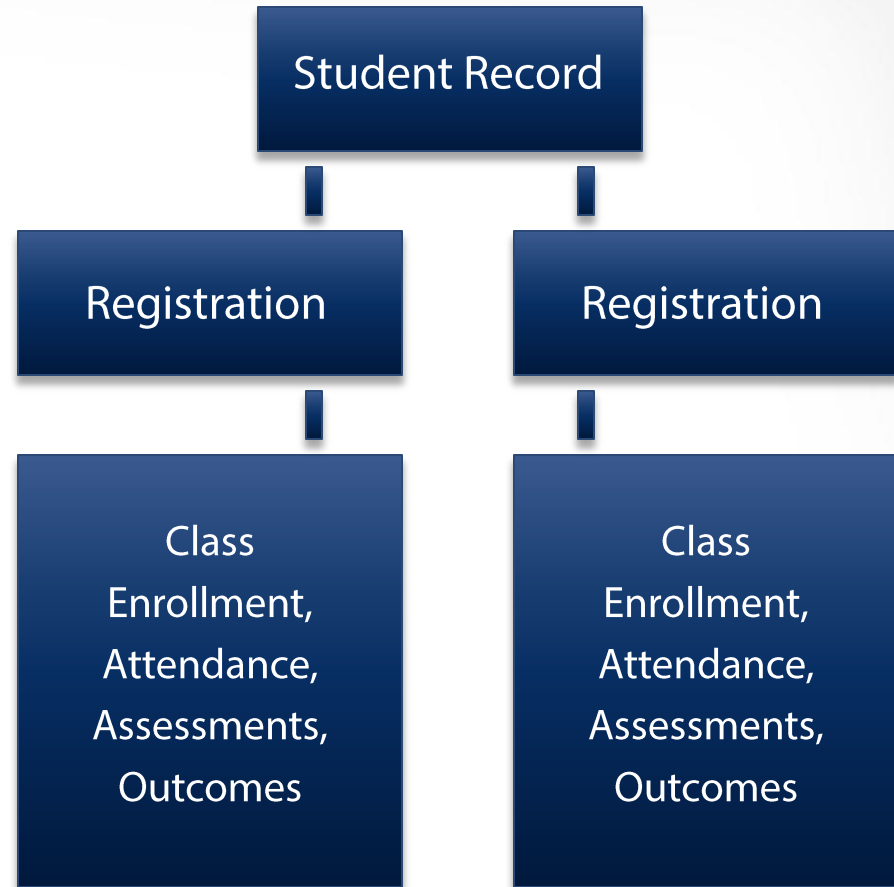
HOW DOES THE SYSTEM WORK?

Data is stored at a central location and instantly available to all users with appropriate permissions. Securely log in anytime and access your data.



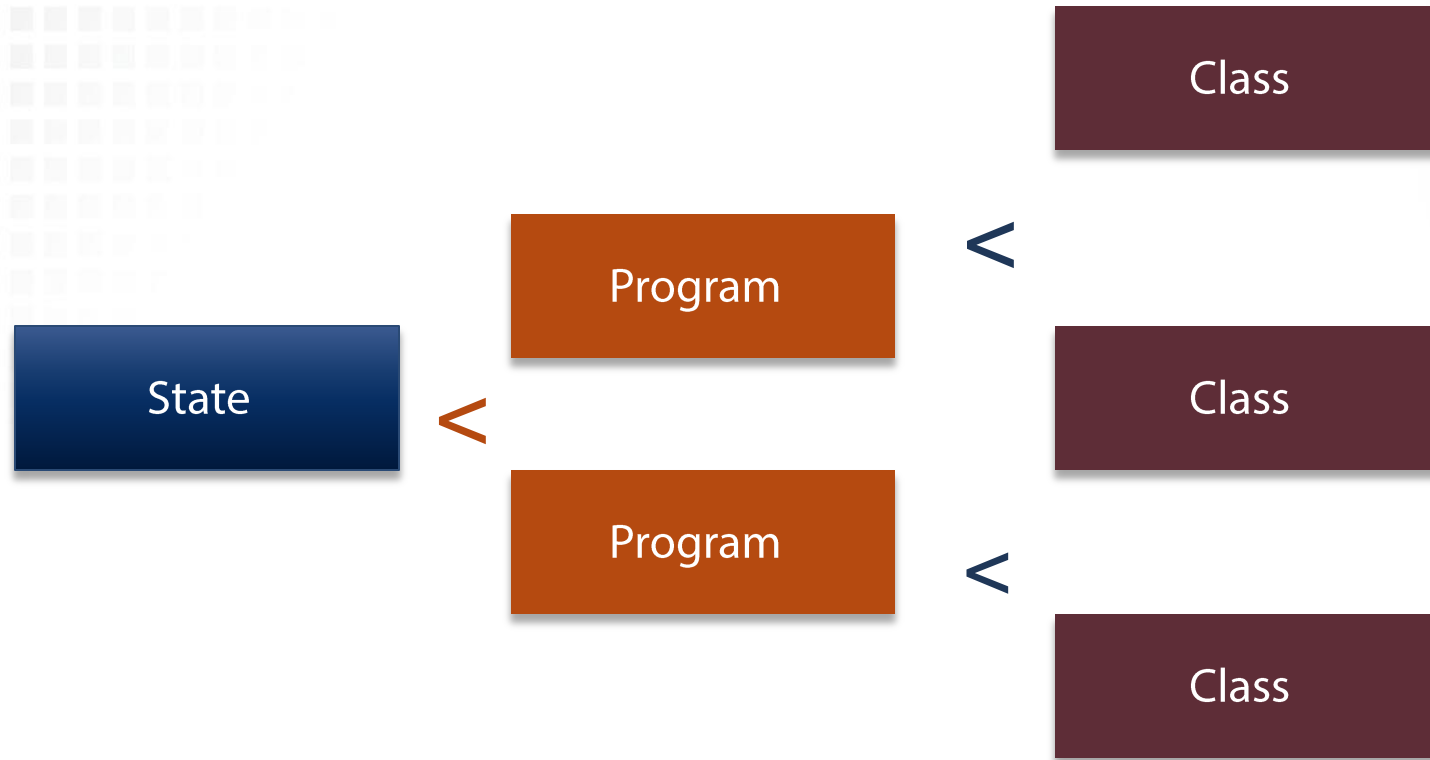
HOW DOES THE SYSTEM WORK?

Even though the system is designed to store data from all programs in one central location, it adheres to the prime directive of one student, one record.



DATA AGGREGATION

Data is aggregated at every level. Class-level data is aggregated into program level data which is aggregated into state level data.

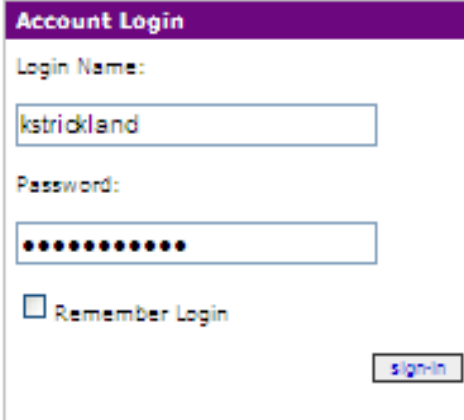


SECURITY

Data entry transmitted over the Internet is encrypted for security.

User name and password are required to access any portion of the site.

Passwords are encrypted and known only to the user.

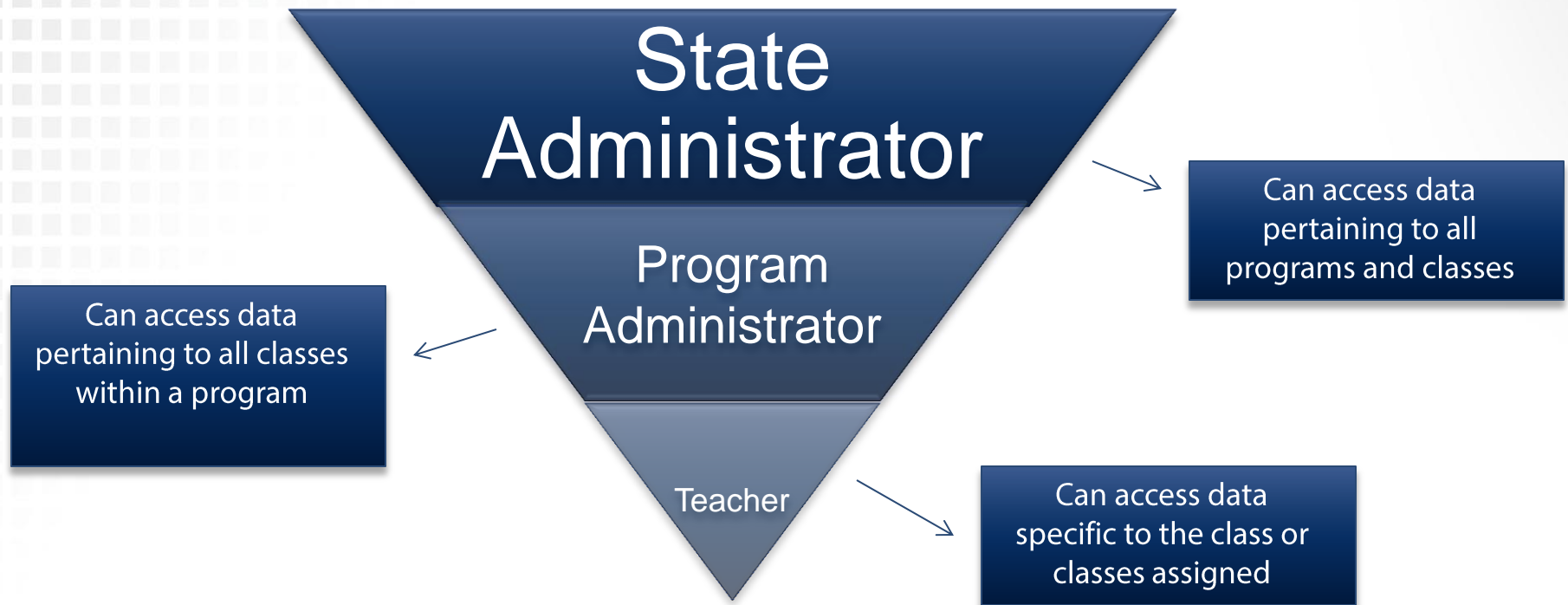


The image shows a web form titled "Account Login" with a purple header. It contains two input fields: "Login Name:" with the text "kstrickland" and "Password:" with masked characters (dots). Below the password field is a checkbox labeled "Remember Login". A "signin" button is located at the bottom right of the form.

The system has protocols in place to force timed out sessions and require periodic password resets.

SECURITY- TIERED PERMISSIONS

A tiered permissions system controls access to data at every level. The system establishes three basic levels of access, each of which can have multiple variations.



SECURITY- TIERED PERMISSIONS

Roles-based permissions system provides options for multiple types of access and functionality.

Manage Roles

Please select a Role to manage or create a new Role.

Program Admin ▼ [Create New Role ...](#)

Defining Object Type: Program ▼

Description: Manage Program and everything underneath

[Delete Role](#) [Update Role Description](#)

Assign Permissions to the Program Admin Role		
Permission	Description	Code
<input checked="" type="checkbox"/> Edit Class Hours	Add, Update and Delete Class hours	CLS_HRE
<input checked="" type="checkbox"/> View Class Hours	View Class Hours	CLS_HRW
<input checked="" type="checkbox"/> List Classes	List Classes in Program	CLS_LST
<input checked="" type="checkbox"/> Class Add Students	Add Students to Class	CLS_STA
<input checked="" type="checkbox"/> Class Delete Students	Remove Students from Class (Separate from Class)	CLS_STD
<input checked="" type="checkbox"/> View Class	View Class settings	CLS_VIW
<input checked="" type="checkbox"/> Program Class Add	Add Classes to Program	CON_CLA
<input type="checkbox"/> List Programs	List of Programs	CON_LST
<input checked="" type="checkbox"/> View Program	View Program settings	CON_VIW
<input type="checkbox"/> View Basic Faculty Information	View Basic Faculty Information	FAC_BIO
<input type="checkbox"/> View All Faculty Information	View All Faculty Information	FAC_VIW
<input type="checkbox"/> Edit Family Literacy	Add/Edit Family Literacy data	FLT_EDT
<input type="checkbox"/> View Family Literacy	View Family Literacy data	FLT_LST
<input checked="" type="checkbox"/> Billing Module	View/Add/Edit Billing	MOD_BIL
<input type="checkbox"/> Faculty Credentials	Modify Faculty Credentials	MOD_FAC
<input type="checkbox"/> Professional Development Module	Access the professional development module. Add/Edit/View PD Activities	MOD_PDA
<input checked="" type="checkbox"/> Transcripts Module	View/Add/Edit Transcripts	MOD_TRN
<input checked="" type="checkbox"/> Data Changes Approval	Approve/Dissapprove Data Changes to Scores, Hours, Student Profile and etc.	ROT_DTC
<input type="checkbox"/> System Lock	Disable Login into system temporarily	ROT_LOC
<input type="checkbox"/> Approve Outcomes	State Administrator Approves Outcomes	ROT_OAP



System Operation

SYSTEM DESIGN

The system is divided into five basic modules:



Depending on permissions and system roles, users will have access to portions of each function in the modules.

STUDENT MANAGEMENT



STUDENT MANAGEMENT

Terms to remember for when considering a student's interaction with a program:

- Enrollment
- Registration
- Placement

Because of the impact of student duplication on the Federal Tables, ADVANSYS has been designed as a Student Centric System. The individual student may have multiple Program Enrollments, Enrollment Type Registrations and Class Placements. However, the student is entered ONCE in the system and the Enrollments, Registrations and Placements spur out from it.

STUDENT MANAGEMENT - Enrollment

- ▶ Enrollment is the first step in the student entry process. Students are **ENROLLED** in the state system as well as the program itself.
- ▶ To Enroll a student in a program, an Enrollment Type and Enrollment Date must be selected.
- ▶ Students who are being tracked for NRS purposes **MUST** have the Enrollment Type NRS Registration.
(This is currently the only option in Arizona)

STUDENT MANAGEMENT – Placement

- ▶ Students are PLACED in Classes.
- ▶ Students may be placed in one class or multiple classes. Class placement can be managed during the entire term of the student's Enrollment by adding classes, removing students from classes, and/or transferring students between classes.

STUDENT MANAGEMENT

ADVANSYS provides multiple options for student search

Please search for an existing student and only if he or she cannot be found please [click here](#) to enter new student into the system.

Student Lookup:		Show / Hide
<i>Enter your search criteria below. Try entering more information to narrow the search results.</i>		
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Last Name: <input type="text"/>
Tax Identification Number (EIN):	<input type="text"/>	First Name: <input type="text"/>
State ID:	<input type="text"/>	Date of Birth: <input type="text"/> (MM/DD/YYYY)
		<input type="button" value="Search"/>

Search by all, any part or a combination of fields

STUDENT MANAGEMENT – New Students

If the search fails to return an existing student record and you are confident the student is a new entry, begin by creating a new student record in the system



Please search for an existing student and only if he or she cannot be found please [click here](#) to enter new student into the system.

Unable to find student.

Student Lookup:

Show / Hide

STUDENT MANAGEMENT – New Students

Step one is basic student biographical information.

All fields in **RED** are required as determined by state or federal policy.

Student Bio Edit

After creating/editing this student, you will be able to select the types of enrollment for the student. Once you have chosen one or more enrollment types, you will need to fill in the demographic data for each of the enrollment types.

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Date of Birth:	<input type="text"/> (MM/DD/YYYY)
* Gender:	<input type="text" value="Please select gender"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State / County:	<input type="text" value="Maine"/>
	<input type="text" value="Please select county"/>
* Zip:	<input type="text"/>
* Primary Contact Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Emergency Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Work Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Cell Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Email:	<input type="text"/>
Data Matching(Permission to Release SSN)?	<input type="checkbox"/> Has given permission

[Continue >>](#)

STUDENT MANAGEMENT – New Students

Create the Program Enrollment

Only one active enrollment per **Program** is allowed for the student. To add an enrollment to another **Program** or if the student does not have an active enrollment in this **Program**. To add one, select an enrollment date and then click Submit.

* **Enrollment Date:** (MMDDYYYY) [Submit](#)

The “Enrollment Date” is typically defined as the first date of contact with the adult education learner

This date establishes the earliest parameter for registration dates

STUDENT MANAGEMENT – New Students

Set the **NRS Registration Date** and establish the student's **Contact Type**

Registration date establishes the earliest parameter for Class Placement and Assessment

Contact Type determines the available assessments and EFL Placement

Test Program - Melissa (Change selection)

Only one active enrollment per Program is allowed for the student. To add an enrollment to another Program or if the student does not have an active enrollment in this Program. To add one, select an enrollment date and then click Submit.

* Enrollment Date: (MMDDYYYY) [Submit](#)

Currently enrolled in the following Program(s)

Enrolled in	Date Created	Date Separated	
Test Program - Melissa	7/1/2014	N/A	Edit

Select Student Program Type

* Program Type:

* Enrollment Date: (MMDDYYYY)

* Contact Type: ☐

[Add Program Type](#)

STUDENT MANAGEMENT – New Students

Once Enrollment and Registration data is entered, ADVANSYS will generate an at-a-glance status bar showing the remaining steps in completing the student entry process. As each is completed, the status bar will change color. This allows users to quickly see what information remains to complete the student entry process.

Demographics NRS Registration Intake Class Placement Pre-testing Outcomes (Cohorts/Goals)

STUDENT MANAGEMENT – New Students

A variety of student status and identification measures are collected by the system.

Required fields are marked in **RED** and determined by state and federal policies and guidelines.

* Social Security Number/EIN Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
	If student does not have SSN, Click here.
* Ethnicity?	<input type="radio"/> Hispanic/Latino <input type="radio"/> Non-Hispanic/Latino
* Employment Status?	<input type="text" value="-- Please Select --"/>
* Last Grade Completed in a U.S. School?	<input type="text" value="-- Please Select --"/>
* Last Year Attended?	<input type="text"/>
* Last Grade Completed in a Non-U.S. School?	<input type="text" value="-- Please Select --"/>
Last School Attended in U.S. School?	<input type="text"/>
Date High School Credential Achieved?	<input type="text" value="(MM/DD/YYYY)"/>
* Adult Education History?	<input type="text" value="-- Please Select --"/>
* Citizenship?	<input type="text" value="-- Please Select --"/>
* Native Language?	<input type="text" value="-- Please Select --"/>
Country of origin?	<input type="text" value="-- Please Select --"/>
Date of arrival in US?	<input type="text" value="(MM/DD/YYYY)"/>
Refugee?	<input type="radio"/> Yes <input type="radio"/> No
Support Services?	<input type="text" value="-- Please Select --"/>
* Living in Rural Area?	<input type="radio"/> Urban <input type="radio"/> Rural
* Single Parent?	<input type="radio"/> Yes <input type="radio"/> No
* Low Income?	<input type="radio"/> Yes <input type="radio"/> No
* Displaced Homemaker?	<input type="radio"/> Yes <input type="radio"/> No
* Dislocated Worker?	<input type="radio"/> Yes <input type="radio"/> No
* In program for homeless?	<input type="radio"/> Yes <input type="radio"/> No
* On Public Assistance?	<input type="radio"/> On Public Assistance <input type="radio"/> Not On Public Assistance

STUDENT MANAGEMENT – New Students

For NRS Registrations, the demographic fields for Employment Status and Last Grade Completed are critical to the automatic cohort outcome measures applied to the student record.

* Employment Status?	-- Please Select -- ▼
* Last Grade Completed in a US School?	-- Please Select -- ▼
* Last Year Attended?	
* Last Grade Completed in a Non-US School?	-- Please Select -- ▼

- Employment Status of “**Unemployed**” will have the automatic cohort measure of **Obtain Employment – Get a Job**
- Employment Status of “**Employed**” (either Full-Time or Part-Time) will have the automatic cohort measure of **Retain Employment – Keep the Job**
- Employment Status of “**Not In Labor Force**” will have no employment-related automatic cohort measure
- Last Grade Completed Status of “**High School Credential or Alternate Credential**” or higher (in either US *or* Non-US school) will have an automatic cohort measure of **Enter Postsecondary Training or Education**

STUDENT MANAGEMENT – New Students

- Select the class
- Enter the placement date

NOTE: Class Placement Dates are constrained by the registration date of the student as well as the beginning date of the class

Place in classes under TEST Program - Melissa/Ashleigh for all dates.

Start: (MM/DD/YYYY) End: (MM/DD/YYYY) [Filter By Date Range](#) [Reset Filter](#)

Class Name: [Filter By Class Name](#) Hide Future Classes ☐

Class Details	Instructor	Students Enrolled	Dates	Schedule	Add*
Class Starting in new Fiscal Year 2014/2015 1230.11.500.215.287.7367.287.7369	Milam, Melissa	0 of 50	7/14/2014 - 9/22/2014	Mon 9:00 AM-11:00 AM Wed 9:00 AM-11:00 AM	<input type="checkbox"/>
How to Create a New Class - Part 1 (PRE-Copy) 1230.01.5150.414.287.7365	Milam, Melissa	0 of 50	1/3/2014 - 3/14/2014	Mon 8:00 AM-10:00 AM Wed 8:00 AM-10:00 AM Fri 8:00 AM-10:00 AM	<input checked="" type="checkbox"/>
How to Create a New Class - Part 2 (POST-Copy) 1230.11.5150.114.287.7365.287.7367	Milam, Melissa	2 of 50	5/1/2014 - 7/1/2014	Tue 12:00 AM-10:00 AM Thu 8:00 AM-10:00 AM	<input checked="" type="checkbox"/>
Learning to Fly Part 2 1070.10.5150.214.287.7366.287.7368	Milam, Melissa	0 of 50	7/1/2014 - 8/25/2014	Mon 7:00 AM-2:00 PM	<input type="checkbox"/>

Placement Date: (MM/DD/YYYY)

*Click on a corresponding checkbox to add student to class.
Click [here](#) to add a class to TEST Program - Melissa/Ashleigh.

Is Resident? ☒

STUDENT MANAGEMENT – Assessments

- Setting the Justification – Traditional vs Non-Traditional
- Allows for limiting to fewer tests than the battery traditionally requires
- Used so the system knows how many tests will be used to calculate the OVERALL EFL
- Overall EFL is based on the *lowest* level of the tests with a battery

Assesment Testing Based on Contact Type: ABE / ASE ▼	
Battery for: ABE / ASE	Justification:
CASAS ▼	Traditional ▼
	Traditional
CASAS Test Appraisal	Non-Traditional 1
	Non-Traditional 2

STUDENT MANAGEMENT – Assessments

- Choose the appropriate individual test
- Note that when a test name is selected, the screen will refresh as the system configures score range, form and series for each test
- Enter the ACTUAL test date and score
- The scores must fall within the available range for each test
- Click “Save Tests and Continue” once entry is complete

Current Status: Never Tested (no tests were entered). Enter Pretests below.


Assessment Testing Based on Contact Type: ABE / ASE ▼				
Battery for: ABE / ASE			Justification:	
TABE 9/10 ▼			Traditional ▼	

Assessment Test Reporting				
Test Name	Ver.	Date	Range	Score
TABE 9 Total Language ▼	A ▼	7/1/2014	100-999	194
TABE 9 Total Math ▼	A ▼	7/1/2014	100-999	189
TABE 9 Total Reading ▼	A ▼	7/1/2014	100-999	224
Save Tests and continue >>				

Note: Test date is constrained by the student's registration date

STUDENT MANAGEMENT – Assessments

Test entry automatically generates an EFL based on the scores

Date	7/1/2014
Justification	Traditional
Functioning Level	ABE Beginning Literacy
Action	Entered
Approved	

Test	Date	Score
TABE 9 Total Language [A]	7/1/2014	194
TABE 9 Total Math [A]	7/1/2014	189
TABE 9 Total Reading [A]	7/1/2014	224

STUDENT MANAGEMENT — Submit For Approval

Once completed, all data will be available for review before being submitted for approval

The approval process, which will be described later, commits to record the data entered for the student. Once approved select data can no longer be edited or changed.

Student Assessment

Core Indicators

Cohort(Goal) Indicator 1:
Retain or Improve Employment

The Cohort (Goal) Indicators have been set based on the information about the student:

- Employment status of Full Time
- Education level of Grades 9-12 (no diploma)

Secondary Reasons

Primary
Improve basic skills ▼



Secondary
Increased involvement in children's education ▼

State Goals

Primary
--Please select-- ▼

Secondary
--Please select-- ▼

STUDENT MANAGEMENT – Snapshot Box

Oswald Cobblepot [89899/61654/113214] Minimize [-]			
Oswald Cobblepot [89899/61654/113214] - (Test Program - Melissa)		 Enrolled in Program	
Menu Options:	Class(es) placed in:	Contact type:	ABE / ASE
Change/Add Classes	Test Program - Melissa - English 101 - Workplace Literacy Skills 1110	Functioning Level:	ABE Beginning Literacy 
Change/Add WBPL Classes	Test Program - Melissa - Melissa's Testing Class	Last action taken:	Entered
Print Course Schedule		Enter Test Scores	
Attendance History		Table-4 advance 2014-2015:	<input type="checkbox"/> Not earned Completion
GED® Testing Scores			
Transcripts / Print Transcripts			
Billing History / Create Invoice			
Print Statement			
Outcomes			
Update Even Start Enrollment			
Add Case Note			

Each stage of the Enrollment process builds the Student Snapshot Box which contains a variety of information about the student as well as a number of options for additional review and entry.

STUDENT MANAGEMENT – Existing Students

Shawn White | [417610/446652/41045] [Minimize \[-\]](#)

Shawn White [417610/446652/41045] - (Merrymeeting Adult Education)
✓ **Enrolled in Adult Ed Program**
✓ **NRS Reported**

Menu Options:
[Change/Add Classes](#)
[Print Course Schedule](#)
[Attendance History](#)
[GED Scores](#)
[Transcripts / Print Transcripts](#)
[Billing History / Create Invoice](#)
[Print Statement](#)
[Outcomes](#)
[Add Accuplacer Test](#)
[Add Case Note](#)

Class(es) placed in:
Merrymeeting Adult Education - Accuplacer Prep for Math & Elementary Algebra

Contact type: ABE / ASE
[Enter Test Scores](#)
Table-4 advance 2013-2014:

Demographics NRS Registration Intake Class Placement **Pre-testing** Outcomes (Cohorts/Goals) Accuplacer Scores

Adult Ed Program Enrollment [Minimize \[-\]](#) [EDIT](#)

If a student search returns a student already enrolled in the system, the entry process is similar. The primary difference is that the steps followed will register the student in a different program.

STUDENT MANAGEMENT – Existing Students

Add or Edit a student's enrollment into a(n) **Adult Ed Program**. Depending on available options, a student may have several program types selected per **Adult Ed Program**.

Test Program 2 - Melissa/Alisha

Only one active enrollment per **Adult Ed Program** is allowed for the student. To add an enrollment to another **Adult Ed Program** or if the student does not have an active enrollment in this **Adult Ed Program**. To add one, select an enrollment date and then click Submit.

* **Enrollment Date:** (MM/DD/YYYY) [Submit](#)

Add the student to the new program. The same rules for registration and enrollment dates will apply

NOTE– Students CANNOT be simultaneously enrolled in the same Program multiple times.

STUDENT MANAGEMENT – Existing Students

ENROLLING EXISTING STUDENTS

Select NRS
Registration Date
and Contact Type
for students being
registered in a
new program

Currently enrolled in the following Adult Ed Program(s)

Enrolled in	Date Created	Date Separated	
Merrymeeting Adult Education	2/21/2014	N/A	
RSU 5 Recreation & Community Education	1/23/2014	N/A	
Test Program 2 - Melissa/Alisha	7/1/2013	N/A	Edit

Select Student Program Type

* Program Type: * Enrollment Date: (MM/DD/YYYY)

The Following Student Program Types have been chosen:

Name	Description	NRS Testing	Accuplacer Testing	Enrollment Date	Separation Date	
NRS Registration	Students who are working on Basic Literacy and Numeracy skills	✓	✗	7/1/2013	Not Separated	Separate

[Separate from Enrollment](#)

STUDENT MANAGEMENT – Existing Students

CHANGE OR ADD CLASSES

Change/Add Class will display class placement history and allow for separation from a class, allow you to add new classes to the student's profile and see the status of the student and the classes in which he/she are placed.

Class Placement History			
Class	Status	Placed	Separated
Auburn Adult Education <i>Algebra - Spring 2015</i>	Placed in class	1/5/2015 Delete	Remove from Class
Auburn Adult Education <i>Algebra IA - Spring 2013</i>	Separated	1/23/2013	3/7/2013
Auburn Adult Education <i>Algebra IA - Spring 2013</i>	Separated	1/23/2013	3/7/2013
Auburn Adult Education <i>College Transitions - Spring 2015</i>	Placed in class	1/5/2015	Remove from Class
Auburn Adult Education <i>Developmental Reading - Spring 2013</i>	Separated	1/23/2013	3/3/2013
Auburn Adult Education <i>ECO - Fall 2012</i>	Separated	8/6/2012	12/31/2012
Auburn Adult Education <i>ECO - Spring 2013</i>	Separated	1/23/2013 Delete	8/1/2013
Auburn Adult Education <i>ECO History - Spring 2013</i>	Separated	1/23/2013 Delete	8/1/2013
Auburn Adult Education <i>Grammar 2 - Spring 2015</i>	Placed in class	1/5/2015	Remove from Class
Auburn Adult Education <i>Grammar 2 - Spring 2015</i>	Placed in class	1/5/2015	Remove from Class
Auburn Adult Education <i>Sociology - Fall 2012</i>	Separated	8/6/2012	12/31/2012

STUDENT MANAGEMENT – Existing Students

VIEW/PRINT COURSE SCHEDULE

View the student's class schedule with capability to export to a csv, an xls or pdf file

Student Schedule				
Student: Oswald Cobblepot (1/1/1951)		Primary Contact Phone: 1111111111		
Address: 123 Penguin Gotham, RI 12345		Student Email:		
Course	Starts	Ends	Teacher	Schedule
Melissa's Testing Location 1: 555 Testing Location Providence, RI 55555				
English 101 - Workplace Literacy Skills 1110 Course ID: 1110.11.0.115.287.8172	7/1/2014	6/30/2015	Melissa Milam	Mon 8:00 AM-2:00 PM Wed 8:00 AM-2:00 PM
Melissa's Testing Class Course ID: 1230.08.0.115.287.8170	7/1/2014	6/30/2015	Melissa Milam	Mon 8:00 AM-12:00 PM Wed 8:00 AM-12:00 PM

STUDENT MANAGEMENT – Existing Students

ATTENDANCE HISTORY

Provides a list of student attendance by class

Hours are separated by fiscal year and an aggregate total for each year is provided

Student Attendance For Rachel [374549/375219/47730]

Meeting Date	Class Name	Total Hours	NRS Hours	Non-NRS Hours	Approved
2012 - 2013					
8/28/2012	Sociology - Fall 2012	3.00	3.00	0.00	✓
9/4/2012	ECO - Fall 2012	3.00	3.00	0.00	✓
9/4/2012	Sociology - Fall 2012	3.00	3.00	0.00	✓
9/11/2012	Sociology - Fall 2012	3.00	3.00	0.00	✓
9/13/2012	ECO - Fall 2012	3.00	3.00	0.00	✓
9/18/2012	Sociology - Fall 2012	3.00	3.00	0.00	✓
10/2/2012	ECO - Fall 2012	3.00	3.00	0.00	✓

STUDENT MANAGEMENT – Existing Students

STUDENT TRANSCRIPTS

View, Create, Print and/or Edit Transcript Information for students.

[Add New Record](#)

[Print Transcript](#)

You may only view individual report cards for Rhode Island Department of Elementary and Secondary Education classes.

Course Name	Date Completed	Credits Earned	Grade	Location	Official	
Test Program - Melissa - English 101 - Workplace Literacy Skills 1110	6/30/2015	0.00		Test Program - Melissa	✓	Edit View
Test Program - Melissa - Melissa's Testing Class	6/30/2015	3.00	P	Test Program - Melissa	✓	Edit View

STUDENT MANAGEMENT – Existing Students

GED SCORES

Enter Official GED Scores, Practice GED scores for documentation purposes.

Test Date	Test Mode	Status	Entered	
7/12/2011	Practice (Ready)		7/12/2011	Delete Edit

[Add New Test](#)

Edit Existing Test

* Test Type	Practice (Ready)		
* First Test Date	<input type="text" value="7/12/2011"/> (MM/DD/YYYY)	* Status	<input checked="" type="radio"/> Fail <input type="radio"/> Pass
			Save Test

Add/Edit Scores

Test Type	Score	Date	
Mathematics	540	7/12/2011	Delete
Science	450	7/12/2011	Delete
Social Studies	510	7/12/2011	Delete

Test Type:	<input type="text" value="Language Arts, Reading"/> ▼	Test Date	<input type="text" value="5/25/2015"/> (MM/DD/YYYY)
Score:	<input type="text"/>		
			Save Score

STUDENT MANAGEMENT – Existing Students

OUTCOMES

Displays Cohort
Outcome Achievements

Will also allow manual
addition of student
outcomes if the student
meets the 12 hour
criteria, has been
separated and proper
documentation is
available

NRS Registration Details

Registration Date	6/22/2011	Separation Date	6/30/2012
Enrollment Date		Fiscal Quarter	4
12 Hours Requirement	Not Met		
Employment Status	Part Time		
Registration Date	8/6/2012	Separation Date	6/30/2013
Enrollment Date	9/11/2012	Fiscal Quarter	4
12 Hours Requirement	Met on Tuesday, September 11, 2012		
Employment Status	Part Time		
Registration Date	1/15/2015	Separation Date	
Enrollment Date		Fiscal Quarter	N/A
12 Hours Requirement	Not Met		
Employment Status	Part Time		

State Goal Achievements

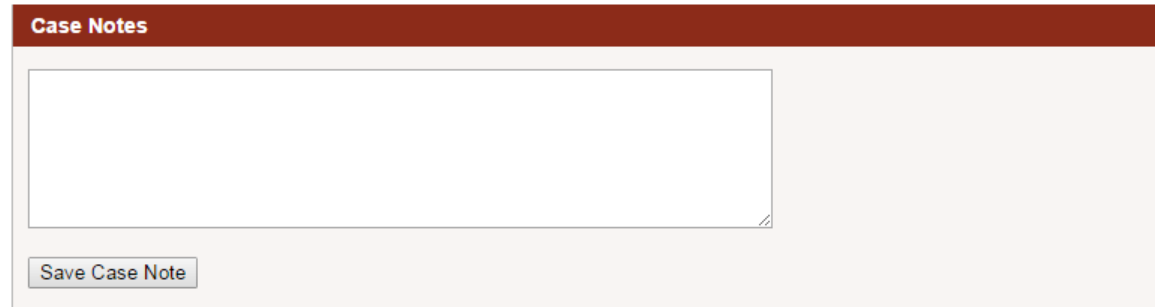
Can be added by State or Program Administrator at any time during the fiscal year, whether this student is currently enrolled or not.

New State Goal

STUDENT MANAGEMENT – Existing Students

CASE NOTES:



Notes about students
which are shared
between programs.



The screenshot shows a web interface for entering case notes. It features a dark red header bar with the text "Case Notes" in white. Below the header is a large, empty white text area with a thin gray border. At the bottom left of the form is a small button labeled "Save Case Note".

STUDENT MANAGEMENT – Post-Testing

- Completes the battery “cycle”
- Recalculates the EFL once Post-Test has been entered
- Click on “Enter Test Scores” to begin

Test Student [78644/55973/106105] - (TEST Program - Melissa/Ashleigh)		✓ Enrolled in Program	
Menu Options: Change/Add Classes Change/Add WBPL Classes Print Course Schedule Attendance History GED Scores Transcripts / Print	Class(es) placed in: TEST Program - Melissa/Ashleigh - <i>How to Create a New Class - Part 2 (POST-Copy!)</i> TEST Program - Melissa/Ashleigh - <i>The Everything Donut Class</i>	Contact type: Functioning Level: Last action taken: Enter Test Scores Table-4 advance 2013-2014:	ABE / ASE ABE Intermediate Low Entered <div>  </div> <div>  Not earned Completion </div>

STUDENT MANAGEMENT – Post-Testing

- View student's progress in the current battery.

Contact Type: ABE / ASE

Current Status: **Pre-tested only** (enter the Post Tests below)

Current Battery: CASAS

Current Justification: Non-Traditional 2

- Once the pre-test has been entered, post-tests can be entered in any order for those subjects tested.
 - Ex. – overall EFL is established by the LOWEST score.

NOTE: Tests must be entered and approved in a logical fashion. Once a test date has been entered and approved, additional tests cannot be entered on that date.

- In the test entry section, enter the required information in the appropriate boxes

Add NEW Series and NEW test in designation					
Test	Level	Form	Date	Range	Score
--Please Select--	--	--	<input type="text"/> (MM/DD/YYYY)		

STUDENT MANAGEMENT – Post-Testing

The number of Post-Tests available will be determined by the Pre-Tests entered.

- Traditional – All 3 Subject Areas
- Non-Traditional 2– 2 Subject Areas
- Non-Traditional 1– 1 Subject Area

The pre-test/post-test cycle is complete and the test battery can be changed only under two conditions:

1. When all tests entered as a pre-test have a post-test score.
- Or
2. When one or more post-tests allow the learner to advance a functioning level.





STUDENT MANAGEMENT – Post-Testing

- The available tests in the “Test” drop-down will be limited by the pre-tests that were entered
- TABE Tests will alternate between 9 and 10
- Test dates must follow logical sequence

Add NEW Series and NEW test in designation ABE / ASE

Test	Level	Date	Range	Score
TABE 10 Total Language ▼	A ▼	6/17/2015 (MM/DD/YYYY)	100-999	<input type="text"/>
Add Series and Test				

Test History (latest Series can be edited)

Series Entry		Tests *			
Date	7/1/2014	Test	Date	Score	edit
Justification	Traditional	TABE 9 Total Language [A]	7/1/2014	194	
Functioning Level	ABE Beginning Literacy	TABE 9 Total Math [A]	7/1/2014	189	
Action	Entered	TABE 9 Total Reading [A]	7/1/2014	224	
Approved					

* Only tests in the Last Non-Approved Series can be edited.

STUDENT MANAGEMENT – Post-Testing

One or multiple post-tests may be entered.

(Remember: If one test is entered on a select date, ALL the post-tests for that date must be entered before they are approved. Failure to do so will prevent you from entering additional post-tests on that date.)

Test	Level	Form	Date	Range	Score
--Please Select--	--	33R	4/16/2014 (MM/DD/YYYY)		
add/edit existing Series					
Life Skills Math (Series can be edited)					

Series Entry		Tests *
Date: 8/15/2013 Justification: Non-Traditional 2 Functioning Level: ABE Intermediate Low Action: Finished Level Approved:	Test: Life Skills Reading [33R - B] Add another test to this Series.	
Date: 7/1/2013 Justification: Non-Traditional 2 Functioning Level: ABE Intermediate Low Action: Entered Approved:	Test: Life Skills Math [33M - B] Life Skills Reading [33R - B]	

This student has not met the minimum number of attendance hours as mandated by state policy. Do you wish to enter scores for this student anyway?

If the student has not met the minimum number of attendance hours between tests, the system will generate a warning before test entry is permitted








STUDENT MANAGEMENT – Post-Testing

NOTE: Post-test entry will recalculate EFL, action taken and improvement requirements for the student.

- Test battery validation ensures that assessment scores are entered within the range of scores applicable to that particular assessment measure.
- System validation routines will require alternating versions of tests based on requirements for each test.
- Regardless of the number of scores entered, EFL is determined by the ***lowest*** score of the test battery.
- Learner's entry level in Table 4 Column B will be established by the ***lowest*** score of the tests taken, again regardless of number.

STUDENT MANAGEMENT – Post-Testing









The post-test, as with all test entry, is available to **EDIT** or **DELETE** until it has been approved

Series Entry		Tests *				
Date	6/17/2015	Test	Date	Score	edit	delete
Justification	Traditional	TABE 10 Total Language [A]	6/17/2015	237		
Functioning Level	ABE Beginning Literacy	TABE 10 Total Math [A]	7/25/2014	229		
Action	Continued in same level	TABE 10 Total Reading [A]	7/25/2014	234		
Approved						

STUDENT MANAGEMENT – Post-Testing

ADVANSYS automatically calculates the student's **OVERALL EFL**

Test History (latest Series can be edited)

Series Entry		Tests *				
Date	6/17/2015					
Justification	Traditional					
Functioning Level	ABE Beginning Literacy					
Action	Continued in same level					
Approved						
Date	7/1/2014					
Justification	Traditional					
Functioning Level	ABE Beginning Literacy					
Action	Entered					
Approved						
		Test	Date	Score	edit	delete
		TABE 10 Total Language [A]	6/17/2015	237		
		TABE 10 Total Math [A]	7/25/2014	229		
		TABE 10 Total Reading [A]	7/25/2014	234		
		Test	Date	Score		
		TABE 9 Total Language [A]	7/1/2014	194		
		TABE 9 Total Math [A]	7/1/2014	189		
		TABE 9 Total Reading [A]	7/1/2014	224		

STUDENT MANAGEMENT – Post-Testing

NOTE: Post-test entry will recalculate EFL, action taken and improvement requirements for the student.

Possible Action entries are:

- Entered (pre-test only)
- Continued in the Same Level
- Regressed to a Lower Level
- ***Completed*** the Level (based on assessment scores)
- ***Advanced*** to the Next Level (based on attendance entry)

*Completed = Ed Gain: Table 4 column D

*Advanced = Ed Gain + Attendance: Table 4 column E

STUDENT MANAGEMENT – Post-Testing

The system differentiates between Completion of an EFL and Advance to the next EFL by attendance. The addition of one hour of instruction *on or after* the date of the assessment that triggered the completion will trigger the advance.

Tests trigger **Completion**

Attendance triggers **Advance**

STUDENT MANAGEMENT – Post-Testing

- Logical progression processing requires that an advance follow a completion. Before a student can have additional tests added to his/her record the advance must be triggered by the entry of an attendance hour.
- The addition of an hour on or after the date of the test is critical particularly at the end of a fiscal year.
- According to the rules for Table 4, the column for Advanced MUST be a subset of the column for completed. Therefore if a student completes by testing at the end of the fiscal year, he/she must also advance by attendance in that fiscal or his assessment entry record will be locked.
- Logical progression means that a student cannot have an advance in one fiscal without also having a completion in the same.

STUDENT MANAGEMENT – Post-Testing

Example: If John Smith completes Level 3 by achieving the requisite test score on June 20, he must have an hour of attendance entered between June 20 and June 30 or the system will not permit additional test entries

NOTE: By NRS rule there is no Advance from the highest level of ASE or ESL (Level 6).

STUDENT MANAGEMENT – Post-Testing

In addition to the **OVERALL EFL** the Student Snapshot Box also displays the **Table 4 result** of test scores entered

Table 4 calculations are on a per-test basis and may differ from the student's OVERALL EFL progression.

Contact type: ABE / ASE
Functioning Level: ABE Beginning Literacy ↑
Last action taken: Continued in same level
Enter Test Scores
Table-4 advance 2014-2015: ☐ Not earned Completion

STUDENT MANAGEMENT – Post-Testing

Red Status indicates the Student has not achieved a Completion for Table 4 purposes.

Table-4 advance 2012-2013:  Not earned Completion

Yellow Status indicates the student has achieved a Completion (based on assessment entry) for Table 4 purposes

Table-4 advance 2012-2013:  Completed, No Advance

Green Status indicates the student has achieved an Advance (based on hours entry after the date of the assessment) for Table 4 purposes.

Table-4 advance 2012-2013:  Earned credit

STUDENT MANAGEMENT – Improvements

Patrick Jane | [381255/385502/29110] [Minimize \[-\]](#)

✓ **Enrolled in Adult Ed Program**


Contact type: ABE / ASE
 Functioning Level: ABE Beginning Literacy 
 Last action taken: Entered
[Enter Test Scores](#)

Table-4 advance 2012-2013: Not earned Completion

Improvement Requirements display what results the student must achieve to increase EFL on a test-by-test basis

Test Battery:	CASAS	Latest Series Date:	7/1/2012
Required Tests		With Minimum Score	
Life & Work Reading		201	
One hour of attendance requirement: N/A			

Class Management

[Class Improvements](#)
[Enter Hours](#)
[Attendance Sheet](#)
[Review Hours](#)
[New Class](#)

Drawing Smiley Faces Spring [90548]

<u>Name</u>	<u>Current Functioning Level</u>	<u>Scores Needed to Complete Level</u>
Patrick Jane	ABE Beginning Literacy	Life & Work Reading - 201

STUDENT MANAGEMENT – Post-Testing

After a pre-test and post-test routine has been completed, the option to create a new battery or change justification is available.

In the case of assessments that were imported from previous data systems, the Change Battery option will allow the test progression to continue.

To Change the Battery or Justification, you may have to navigate to the EDIT function by Assessment Test Reporting in the Student Profile Page. On the assessment entry screen there will be a message related to the current assessment status that is similar to the example below:

Contact Type: **ABE / ASE**

Current Status: **Post-tested**

(entering tests here will continue in the same battery/justification
or you can [start a new battery/switch justification.](#))

Current Battery: **MAEMIS – Imported Tests**

Current Justification: **Traditional**

Creating a New Battery or Changing Justification will allow the entry of new tests and continue the student progression.

STUDENT MANAGEMENT - Browse

Browse for students by class

Literacy Program	
ACE 22	ACE 24
ACE 25	ACE Literacy 103107
ACE Literacy 103107A	ACE Literacy 91507
ACE 19 92408	ACE21 4.29.09
Amos Tutoring	Carpentry Literacy 2
Carpentry Literacy 5 - 10.09	Carpentry4 10.28.08
Literacy	

Students in ACE 22		
Name / SS#	Address	Phone
RICHARD BOND 123-45-7479	PO Box 420 Exeter, AL 35465	h: (888) 344 - 5950 w: (888) 344 - 5950
ROBERT CARNEY 123-54-1275	415 Friendship Street Providence, AL 36865	h: (888) 344 - 5950 w: (888) 344 - 5950
REBECCA DIXON 123-54-4806	11 Geneva Street Providence, AL 35933	h: (888) 344 - 5950 w: (888) 344 - 5950
BETTY EVERETT 123-54-4767	91 Arthur Street Pawtucket, AL 36032	h: (888) 344 - 5950 w: (888) 344 - 5950
RAYMOND PARKER 123-54-4896	328 Lonsdale Ave Pawtucket, AL 36448	h: (888) 344 - 5950 w: (888) 344 - 5950
RICHARD SMITH 123-52-9683	86 Florence Street Providence, AL 36749	h: (888) 344 - 5950 w: (888) 344 - 5950

[Transfer Students to a different Class.](#)

STUDENT MANAGEMENT - Review Modules

View and edit

Class Placement History

Class Placement History EDIT			
Class	Status	Placed	Separated
Maine Demo Test Class	Placed in class	3/7/2012	

Status Measurements

Status Measures	
Last Grade Completed	9th
Last Year Attended	
Living Area	Rural
Employment	Part Time
Public Assistance	No
Physical disability	No
Learning disability	No
Low Income	No
Displaced Homemaker	No
Single Parent	No
Dislocated Worker	No
Support Needs	
Learning Needs	

Goals

Goals
Core Indicator Primary
Core Indicator Secondary
Secondary Reason Primary
Secondary Reason Secondary
State Goal Primary
State Goal Secondary

Demographic Info

Personal Information	
Student Name	Jason Sanders
Social Security Number	
Student ID Number	
State ID Number	
Inmate Number	
Street Address:	123 Primary
City	Rutgers
State	Alabama
Zip	12345
County	Autauga
Phone	(205) 444 - 4545
Emergency Contact	Not Specified
Work Phone	Not Specified
Cell Phone	Not Specified
Email Address	
Date of Birth	Wednesday, July 01, 1981
Gender	Male
Ethnicity	Hispanic/Latino

Assessment History

Assessment Test Reporting				
Test Date	Test Name	Score	Version Code	Justification
7/01/2011	TABE 9 Total Language	274	A	Non-Traditional 1

STUDENT MANAGEMENT - ALERTS

The following students have not had attendance hours entered for the last 90 or more calendar days.

Students missing Attendance Hours


First Name	Last Name	Last attendance date [days ago]	Registration Date	Contact phone(s)
ANNA	HART	9/29/2010 [527]	4/1/2010	h: (888) 344 - 5950 w: (888) 344 - 5950
ANTHONY	STUART	1/5/2010 [794]	9/21/2009	h: (888) 344 - 5950 w: (888) 344 - 5950
ANTHONY	WOODWARD	12/7/2010 [458]	10/1/2010	h: (888) 344 - 5950 w: (888) 344 - 5950
BETTY	EVERETT	7/5/2010 [613]	1/13/2010	h: (888) 344 - 5950 w: (888) 344 - 5950
BETTY	FARLEY	5/26/2010 [653]	7/29/2009	h: (888) 344 - 5950 w: (888) 344 - 5950
BRENDA	ANDREWS	11/29/2010 [466]	4/29/2009	h: (888) 344 - 5950 w: (888) 344 - 5950
BRIAN	PETERSEN	4/26/2010 [683]	2/22/2010	h: (888) 344 - 5950 w: (888) 344 - 5950
CAROL	DIXON	3/29/2010 [711]		
CHRISTOPHER	PRATT	6/22/2009 [991]		

Attendance alerts list students who are enrolled but absent from class for a set period of time

Testing alerts list students who have accumulated attendance but no post-test

The following students have accumulated 60 or more class hours without a test score being entered

Students missing Test Scores

Name	Last Test	Last Test	Hours since Last Test	Gain	Enter Scores
CHRISTOPHER PRATT	1/26/2009	1/26/2009	70.00	Completion not earned	
CYNTHIA BATES	7/9/2010	7/9/2010	66.00	Completion not earned	
DEBORAH TALLEY	3/27/2009	3/27/2009	70.00	Completion not earned	
ERIC PATRICK	3/6/2009	3/6/2009	60.00	Completion not earned	
GEORGE GUZMAN	N / A	N / A	132.00	Completion not earned	
JOSE SELLERS	10/1/2008	10/1/2008	116.00	Completion not earned	
PAUL MERRITT	N / A	N / A	135.00	Completion not earned	
RICHARD HARDIN	7/9/2010	7/9/2010	66.00	Completion not earned	
RUTH SUAREZ	6/29/2009	6/29/2009	78.00	Completion not earned	

STUDENT MANAGEMENT – DATA MATCH

High School Equivalency Data is automatically matched via the GED Advantage Data Management System.

HiSET Testing Possible Data Matches		
Adult Ed Program Students	HiSET Testing Students	
<u>RICHARD BRADBURY</u> Date Of Birth: 30-Aug-1983 Gender: MALE <u>Address:</u> 8 Orange Street Apt 3 Lewiston, ME 04240	richard e bradbury Date Of Birth: 30-Aug-1983 Gender: M <u>Address:</u> 8 orange st Lewiston, ME 04240	<input type="button" value="Approve"/> <input type="button" value="Decline"/>
<u>SAMANTHA BOONTO</u> Date Of Birth: 17-Dec-1992 Gender: FEMALE <u>Address:</u> 80 Fairmont Street #13 Lewiston, ME 04240	Samantha Boonto Date Of Birth: 17-Dec-1992 Gender: F <u>Address:</u> 30 Switzerland Road Lewiston, ME 04240	<input type="button" value="Approve"/> <input type="button" value="Decline"/>
<u>Diane Dion</u> Date Of Birth: 31-Jan-1980 Gender: FEMALE <u>Address:</u> 102 Spauld Ave Old Orchard Beach, ME 04064	Diane Dion Date Of Birth: 31-Jan-1980 Gender: F <u>Address:</u> 102 Spauld Ave OCB, ME 04064	<input type="button" value="Approve"/> <input type="button" value="Decline"/>
<u>Caitlin Brannon</u> Date Of Birth: 06-Apr-1994 Gender: FEMALE <u>Address:</u> 4 LaBonte Ave E Bangor, ME 04802	Caitlin Brannon Date Of Birth: 06-Apr-1994 Gender: F <u>Address:</u> 4 East LaBonte Ave Bangor, ME 04802	<input type="button" value="Approve"/> <input type="button" value="Decline"/>
<u>MOHAMED MOHAMED</u> Date Of Birth: 01-Jan-1992 Gender: MALE <u>Address:</u>	Mohamed a Mohamed Date Of Birth: 01-Jan-1992 Gender: M <u>Address:</u>	<input type="button" value="Approve"/> <input type="button" value="Decline"/>

STUDENT MANAGEMENT – DATA MATCH

Enter Employment, Retain Employment and Enter Postsecondary Cohorts are data matched with various state and federal agencies.

Outcome entry is automatic



STUDENT MANAGEMENT – CALL LIST

Generate outcome call lists

OUTCOME CALL LIST

Please select Primary List Options			
Goal	Enter Employment	Exit Quarter	October - December 20
Please select Secondary List Options			
Program	-- Please select Program --		
Last Call Action	-- Please select --		
Had outcome information entered Previously	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attempted to contact Previously	<input type="radio"/> Yes <input checked="" type="radio"/> No
Best time to call	*Date	*From time	*To time
	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Note: If call date is entered From time and To time are required!

Generate

Automatically generate scripts for outcome follow up calls

Outcome Survey for: Enter Employment

Hello. My name is Greg

I'm calling on behalf of the Adult Education Program. I'm calling people who have recently attended classes in our adult education program. We want to know how you liked the classes you attended and how adult education classes have affected you, your family, and your job.

This short survey should take no longer than 10 minutes to answer and your responses are very important. Do you have time now for me to ask these questions? (Reassure the respondent that any information given to us will be strictly confidential.)

A. Enrollment

A-1 I understand that you were in the following classes about six months ago. Is that correct?

A-2 Are you presently attending an adult education program?

A-3 Is it the same adult education program?

A-4 Where is the class located?

A-5 In what county is the program located?

C. Employment

C-1 While you were taking the class did you get a paying job?

C-2 Since you stopped taking the class, have you gotten a paying job?

C-3 Do you still have the same job or do you now have a different job?

G. Closing

G-1 Is there anything that I didn't ask about that you'd like to say?

Thank you very much for taking the time to answer my questions. Your answers are very helpful. The information you gave me will be used to help make adult education programs better and more useful to people like you who have attended or would like to attend such programs.

Save Survey

STUDENT MANAGEMENT – CALL LIST

ADVANSYS features an *Outcome Call List* that allows users with the appropriate authority to:

- ▶ Generate a list of students to survey
- ▶ Filter the list by a variety of criteria
- ▶ Begin a survey process that transitions quickly and easily to the next call in the queue
- ▶ Enter status data on unanswered calls, wrong numbers and other failures to reach the student
- ▶ Complete the survey by following a standard script, easily translatable into multiple languages
- ▶ Advance to the next call in the call queue without regenerating the Call List

STUDENT MANAGEMENT – CALL LIST

- ▶ Select **Outcome Call List** from the Student Management section of the left hand navigation menu to access the feature.

Student Management

- [Browse Students/Class](#)
- [Lookup Students & Add New](#)
- [Student Tests](#)
- [Attendance Alerts](#)
- [Testing Alerts](#)
- [Enrollment Alerts](#)
- [Outcome Call List](#)
- [Daily Calls](#)
- [GED® Testing Data](#)
- [Match](#)
- [Unpaid Fees](#)

STUDENT MANAGEMENT – CALL LIST

- ▶ Users with appropriate permissions may generate lists of students who meet the criteria to have outcomes verified.
- ▶ Select an Outcome and then select the appropriate reporting period. The system will pre-select reporting periods based on the Cohort Selection

Student must have a minimum of 12 attendance hours

Be separated from the program

The separation must fall in the NRS-approved window of time for which outcome data can be entered

Outcome Call List

Please select Primary List Options	
Goal	<div>--Please select--</div>
Exit Quarter	<div>Please select</div>
<div>Generate</div>	
Results	

STUDENT MANAGEMENT – CALL LIST

- ▶ The initial list is unfiltered, but a variety of filtering options are then available

Filter by
Program
and/or Class

Please select Secondary List Options			
Program	<div>-- Please select Program --</div> <div>-- ALL Classes --</div>		
Last Call Action	<div>--Please select--</div>		
Had outcome information entered Previously	<input type="radio"/> Yes <input checked="" type="radio"/> No	Attempted to contact Previously	<input type="radio"/> Yes <input checked="" type="radio"/> No
Best time to call	<div>*Date</div> <div>(MM/DD/YYYY)</div>	<div>*From time</div> <div>00 ▾ : 00 ▾ PM ▾</div>	<div>*To time</div> <div>00 ▾ : 00 ▾ PM ▾</div>
<div>*Note: if call date is entered From time and To time are required!</div>			

Filter by Last Call Action
(when searching for students
with whom contact has
already been attempted)

--Please select--

- Refused to cooperate
- No Phone Number
- No Answer
- Left Message
- Disconnected number
- Wrong Number
- Complete

Filter by whether contact has
been attempted, information has
been entered and if a best call
time has been entered

STUDENT MANAGEMENT – CALL LIST

<p><u>Zunilda Mosquea</u> SSN: [REDACTED] EIN: [REDACTED]</p> <p>h: [REDACTED] w: Not Specified</p>	<p>From 2/25/2014 to <u>2/25/2015</u></p>	
	<p>Program Name > Citizenship - Evening 13/14</p>	<p>Add / Edit</p>
	<p>14-15 ESL Citizenship 6PM</p>	
	<p>Program Name > 14-15 ESL Citizenship 6PM</p>	
<p><u>John Perez</u> SSN: Not Specified EIN: X58202141998549</p> <p>h: Not Specified w: Not Specified</p>	<p>From 2/7/2014 to <u>2/4/2015</u></p>	
	<p>Program Name Social Street Pre-GED</p>	<p>Complete: Enter Employment 4/29/2015</p>
	<p>Program Name Street Pre-GED</p>	<p>Add / Edit</p>
<p><u>Joselyn Garcia</u> SSN: Not Specified EIN: X89002201981245</p> <p>h: [REDACTED] w: Not Specified</p>	<p>From 4/7/2014 to <u>3/30/2015</u></p>	
	<p>Program Name - Math Academics - 2014</p>	<p>Add / Edit</p>
	<p>Program Name - Reading Academics - 2014</p>	
	<p>Program Name - Math Academics - 2015</p>	
	<p>Program Name - Reading Academics - 2015</p>	

The generated List will include basic student information including name, ID #, Address, Phone and Email for each student

The generated list will include Registration and Separation Dates, Program Enrollment and Class Placement data on each student

To initiate an Outcome Call, select the **Add/Edit** link next to the student to be called.

Students who have had outcome results previously entered will be marked **Complete** with a date of entry

STUDENT MANAGEMENT – CALL LIST

From the initial call screen, the call date and call time (to the nearest hour) are prepopulated.

Home and Work numbers (if available) are listed. Click on the number called to populate the Phone field.

UNAVAILABLE OR UNWILLING

If the student does not participate or is not available, select a CALL ACTION from the dropdown.

Select a call back date and call time if desired.

This information is used to help filter future lists.

The system will present a Save Call prompt and then proceed to the next student from the generated Call List.

Call Details

Call Date: 3/18/2013 (MM/DD/YYYY)

Call Time: 03:00 PM

Phone: (401) 282 - 4663
 Home: (401) 282 - 4663
 Work: Not Specified

Call Action: - Please select -

Repeat Date: (MM/DD/YYYY)

Repeat Time: 00:00 AM

[Save Call and Continue to Outcome Survey >>](#)

- Please select -
- Please select -
- Refused to cooperate
- No Phone Number
- No Answer
- Left Message
- Disconnected number
- Wrong Number

If the student is available and the survey is to proceed, **DO NOT** enter an action in the Call Action field. Select the **SAVE CALL AND CONTINUE TO OUTCOME SURVEY** link

STUDENT MANAGEMENT – CALL LIST

Language: English

C) Employment

- C-1 While you were taking the class did you get a paying job? Yes
- C-2 Since you stopped taking the class, have you gotten a paying job? Yes
- C-3 Do you still have the same job or do you now have a different job? Still have the same job

G) Closing

- G-1 Is there anything that I didn't ask about that you'd like to say?

ons. Your answers are
make adult education
attended or would like

[Save Survey](#)

The Survey Script Sections C – G
The third section focuses on the specific outcome being surveyed. Answers to these questions will determine whether the cohort was successfully achieved.

Section G is an optional closing statement.

SAVE the survey and move on to the next student in the call queue

Outcome Survey for: Enter Employment

Hello. My name is Greg Zinger.

I'm calling on behalf of the Adult Education recently attended classes in our adult education. I'd like to know how you liked the classes you attended and how about your family, and your job.

This short survey should take no longer than 5 minutes. Your responses are very important. Do you have any questions? (Reassure the respondent that any information provided is confidential.)

A) Enrollment

- A-1 I understand that you were in the following classes about six months ago. Is that correct?
- A-2 Are you presently attending an adult education program?
- A-3 Is it the same adult education program?
- A-4 Where is the class located?
- A-5 In what county is the program located?

B) Other Education and Training

- B-1 Since the end of your class or program, have you enrolled in any other educational or training programs?
- B-2 Where are you enrolled?
- B-3 In what type of class or classes are you now enrolled? [Do not read choices to respondent. Check all that apply.]

The Survey Script Sections A–B
The survey script is available in English, Spanish and Portuguese

The first two sections feature basic questions about the student's enrollment.

Standard options are:

- English Language Skills
- GED/High School
- Vocational/Job Training
- Community College/College Level
- Citizenship
- Family literacy
- DK/Refused

STUDENT MANAGEMENT – CALL LIST

Language: English

Call Details [Survey ID: -1]

Call Date: (MM/DD/YYYY)

Call Time:

Phone: () - [Home: \(401\) 270 - 7309](#)
[Work: Not Specified](#)

Call Action:

Repeat Date: (MM/DD/YYYY)

Repeat Time:

[Save Call and Continue to Outcome Survey >>](#)

Continuing the Call Queue

Follow the same process of call log to survey for as many students as desired.

Stop at any time and all results will remain logged.

Start a new list at a later time and filter out all students who have already been surveyed.

Outcome Survey for: Enter Employment

Hello. My name is Greg Zinger.

I'm calling on behalf of the Adult Education Program. I'm calling people who have recently attended classes in our adult education program. We want to know how you liked the classes you attended and how adult education classes have affected you, your family, and your job.

This short survey should take no longer than 10 minutes to answer and your responses are very important. Do you have time now for me to ask these questions? (Reassure the respondent that any information given to us will be strictly confidential.)

A) Enrollment

A-1 I understand that you were in the following classes about six months ago. Is that correct?

A-2 Are you presently attending an adult education program?

A-3 Is it the same adult education program?

A-4 Where is the class located?

A-5 In what county is the program located?

C) Employment

C-1 While you were taking the class did you get a paying job?

C-2 Since you stopped taking the class, have you gotten a paying job?

C-3 Do you still have the same job or do you now have a different job?

G) Closing

G-1 Is there anything that I didn't ask about that you'd like to say?

Thank you very much for taking the time to answer my questions. Your answers are very helpful. The information you gave me will be used to help make adult education programs better and more useful to people like you who have attended or would like to attend such programs.

[Save Survey](#)

STUDENT MANAGEMENT – CALL LIST

Student Management

- [Browse Students/Class](#)
- [Lookup Students & Add New](#)
- [Student Tests](#)
- [Attendance Alerts](#)
- [Testing Alerts](#)
- [Enrollment Alerts](#)
- [Outcome Call List](#)
- [Daily Calls](#)
- [GED® Testing Data Match](#)
- [Unpaid Fees](#)

Daily Call List

To generate a List of Outcome Calls by day, select the Daily Calls link in the Student Management Module in the left hand navigation menu.



STUDENT MANAGEMENT – CALL LIST

OUTCOME DAILY CALLS

Call Search Criteria	
Program	Project LEARN
Class	-- ALL Classes --
Goal	Retain or Improve Employment
Exit Quarter	April - June 2014
Call Date	04/08/2015 (MM/DD/YYYY)
Generate	

Daily Call List Filters

Filter by Program, Class, Goal, Exit Quarter and Call Date

Call Date Seq.#	Student Identifier	Program Class	Interviewer Name	Call Status Phone #
4/8/2015 8:00 AM	Rodriguez D'Ondre 1 ssn: ein:	Project LEARN > GED Class	Sandra Asen	Complete
4/8/2015 8:00 AM	Asenov Motley 2 ssn: ein:	Project LEARN > GED Class	Sandra Asen	Complete

STUDENT MANAGEMENT – CALL LIST

OUTCOME DAILY CALLS

Call Search Criteria	
Program	Project LEARN
Class	-- ALL Classes --
Goal	Retain or Improve Employment
Exit Quarter	April - June 2014
Call Date	04/08/2015 (MM/DD/YYYY) Generate

Call Date Seq.#	Student Identifier	Program Class	Interviewer Name	Call Status Phone #
4/8/2015 8:00 AM	Rodriguez D'Ondre 1 ssn: ein:	Project LEARN > GED Class	Sandra Asen	Complete 03124003
4/8/2015 8:00 AM	Asenov Motley 2 ssn: ein:	Project LEARN > GED Class	Sandra Asen	Complete 03124003

Daily Call List

Generate a List of Outcome Calls by day.

The list will present the date of the call, student, student ID, Program and Class(es), Interviewer who completed the call, Number dialed and Status of the call

STUDENT MANAGEMENT - MANUAL ENTRY

Can be added by State or Program Administrator only if student is separated and meets all requirements for entry.

New Indicator

Date	Entered	Goal Achieved	GED Certificate Number	Date Approved
5/13/2014	6/6/2014	Obtain a GED/HSE		6/10/2014
<input type="text" value="6/14/2015"/> <small>(MM/DD/YYYY)</small>	6/14/2015	<input type="text" value="Select outcome indicator"/> ▼	N/A	Save Cancel

☐

Proper documentation for
this outcome is available

When data match does not capture results, manual cohort entry is possible.

CLASS MANAGEMENT



CLASS MANAGEMENT – CREATE CLASS

Add New Class

Course ID | NRS Status 0.01.0.115.0.0 |

Current Enrollment 0 Students Enrolled

* Name

* Class Description

Requirements

* Adult Ed Program

* Class Location

* Semester

* Year

* Class Size Min: Max: Unlimited ☐

* Type

Course Number

Credits

Section Number

Class Category

Class Subcategory

* Assign Teacher

* Assign Role

Building Assignment

Room Assignment

* Class Start Date

* Class End Date

Create new classes and set class schedules

Required fields are determined by state and federal policies and guidelines

Teachers can be assigned to classes during the creation process

CLASS MANAGEMENT – Improvements

Test Battery:	TABE 9/10	Latest Series Date:	7/1/2011	
Required Tests		With Minimum Score		
TABE 10 Total Language		390		
One hour of attendance requirement: N/A				

View improvement requirements
for an individual student

(Day) [5004]		
Name	Current Functioning Level	Scores Needed to Complete Level
TIMOTHY AUSTIN		
VIRGINIA BOWMAN	ABE Intermediate Low	CASAS Math - 221 CASAS Reading - At highest level
CAROL CHERRY		
RICHARD COOPER	ABE Intermediate Low	CASAS Math - 221 CASAS Reading - 246
JEFFREY DODSON		
FRANK FITZPATRICK	ABE Intermediate High	CASAS Math - 234 CASAS Reading - At highest level
MARIA FLEMING		
VIRGINIA GRIFFIN		
DENNIS HENSLEY		
ANGELA HOFFMAN	ABE Intermediate High	CASAS Math - 234 CASAS Reading - At highest level
JEFFREY JACOBSON		
AMY JUAREZ		
RICHARD KELLER	ABE Intermediate High	CASAS Math - 234 CASAS Reading - 236

Or for an entire class at one time

CLASS MANAGEMENT – Class List









From the Class List view a variety of information including:

Class Name and ID

Instructor

Schedule

Student Roster

Classes in Test Program - Melissa <input type="checkbox"/> Hide Schedule?						
Hours	Class name	Instructor	Is NRS	Schedule	Class Dates	Students
	English 101 - Workplace Literacy Skills 1110 (Summer 14/15) CourseID: 1110.11.0.115.287.8172	Milam, Melissa	✓	Mon 8:00 AM-2:00 PM Wed 8:00 AM-2:00 PM	7/1/2014 - 6/30/2015	3 
	Math 151 - Advanced Algebra (Summer 14/15) CourseID: 1230.08.0.115.287.8171	Milam, Melissa	✓	Mon 8:00 AM-2:00 PM Wed 8:00 AM-2:00 PM	7/1/2014 - 6/30/2015	2 
	Melissa's Testing Class (Summer 14/15) CourseID: 1230.08.0.115.287.8170	Milam, Melissa	✓	Mon 8:00 AM-12:00 PM Wed 8:00 AM-12:00 PM	7/1/2014 - 6/30/2015	4 
	My copied class (Summer 15/16) CourseID: 1110.11.0.115.287.8174		✓	Mon 8:00 AM-2:00 PM Wed 8:00 AM-2:00 PM	7/15/2015 - 7/30/2015	

Total Student Records: 9
Click [here](#) to add a class to Test Program - Melissa.

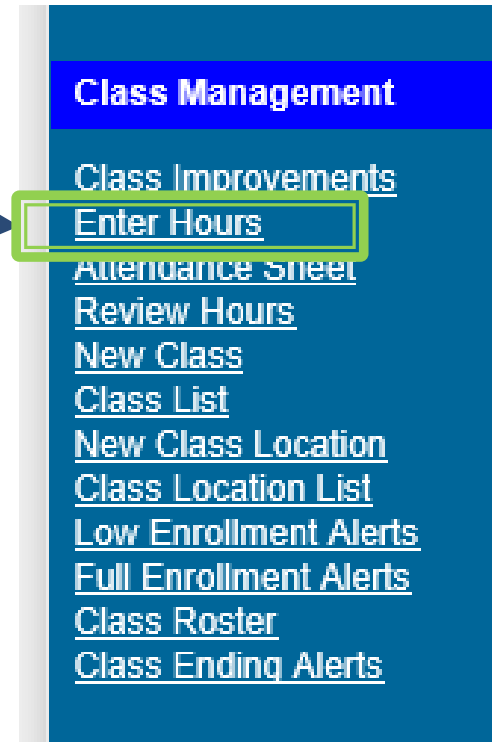
CLASS MANAGEMENT – ATTENDANCE

ATTENDANCE ENTRY in ADVANSYS is managed on a class-by-class, day-by-day basis. There are no provisions for bulk entry

- ▶ Available attendance dates are validated by the start and end dates of each class as well as by the dates a class is scheduled to meet
- ▶ Attendance hours are constrained by the hours a class is scheduled to meet on each date of entry
- ▶ Attendance for students is validated by the placement and exit dates of the student in the class
- ▶ Student hours cannot exceed the number of class hours per meeting

CLASS MANAGEMENT – ATTENDANCE

- ▶ To begin the Attendance Entry process, select **ENTER HOURS** from the Class Management module in the left-hand navigation menu



CLASS MANAGEMENT – ATTENDANCE

- ▶ For Program Administrators, the system presents a list of classes in the program (as illustrated below)
- ▶ Users with rights to only specific classes will see only those classes displayed as selections

Enter Hours: Teacher/Class Hours

Select a class in which to enter attendance by clicking the appropriate link


Select [<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Any] Class		From [<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Any] Adult Ed Program	
Arizona Testing Program			
DOC - Demo Class		English 101	
Family Literacy - Basics		Learn Ballroom Dancing	
Math 101		Learn Excel - 101	
* Inactive Adult Ed Program ** Inactive Class			

CLASS MANAGEMENT – ATTENDANCE

TIP:

show more Only Active Classes

Classes in Arizona Testing Program ☐ Hide Schedule?

Hours	Class name	Instructor	Is NRS	Schedule	Class Dates	Students
	English 101 (Winter 14/15) CourseID: 1230.01.757.315.287.7870	Snow, Jon	✓	<div>Mon 3:00 PM-9:00 PM</div> <div>Wed 3:00 PM-9:00 PM</div> <div>Sat 3:00 PM-9:00 PM</div>	9/1/2014 - 10/31/2014	3 
	ESL 101 (Spring 14/15) CourseID: 1240.01.0.415.287.7867	Ingalls, Laura	✓	<div>Tue 4:00 PM-7:00 PM</div> <div>Thu 4:00 PM-7:00 PM</div>	1/10/2015 - 3/31/2015	2 

Attendance Entry may also be accessed from the Class List by selecting the Hours icon to the left of the class name

CLASS MANAGEMENT – ATTENDANCE

- Once the class is selected, ADVANSYS returns the class meeting dates as determined by the data entered when the class was created

In this example the class begins on 9/1 (a Monday) and meets Mondays, Wednesdays and Saturdays, as evidenced by the meeting dates

Enter Hours: Teacher/Class Hours

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program Is NRS Reported ☒

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014 Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: (MM/DD/YYYY) Filter End Date: (MM/DD/YYYY)

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "Add Meeting" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

9/8/2014 <input type="text" value="6"/> Scheduled: 6	9/10/2014 <input type="text" value="6"/> Scheduled: 6	9/13/2014 <input type="text" value="6"/> Scheduled: 6	9/15/2014 <input type="text" value="6"/> Scheduled: 6	9/17/2014 <input type="text" value="6"/> Scheduled: 6	9/20/2014 <input type="text" value="6"/> Scheduled: 6
--	---	---	---	---	---

[Add Meeting](#)

CLASS MANAGEMENT – ATTENDANCE

In order to limit the amount of data processed at a time, the typical default for meeting date display is the most recent two-week period.

This filter can be reset to view more or fewer available dates

Enter Hours: Teacher/Class Hours

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program

Is NRS Reported ☒

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014

Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: 09/08/2014

(MM/DD/YYYY)

Filter End Date: 09/20/2014

(MM/DD/YYYY)

[Filter](#)

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "Add Meeting" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

[Add Meeting](#)

9/8/2014

6

Scheduled: 6

9/10/2014

6

Scheduled: 6

9/13/2014

6

Scheduled: 6

9/15/2014

6

Scheduled: 6

9/17/2014

6

Scheduled: 6

9/20/2014

6

Scheduled: 6

[Save Teacher/Class Hours](#)

CLASS MANAGEMENT – ATTENDANCE

Dates highlighted in green have already had data entered and approved and cannot be further edited

Enter Hours: Teacher/Class Hours

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program

Is NRS Reported ☒

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014

Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: 09/08/2014

(MM/DD/YYYY)

Filter End Date: 09/20/2014

(MM/DD/YYYY)

[Filter](#)

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "Add Meeting" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

[Add Meeting](#)

9/8/2014	9/10/2014	9/13/2014	9/15/2014	9/17/2014	9/20/2014
<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text" value="6"/>
Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6

[Save Teacher/Class Hours](#)

CLASS MANAGEMENT – ATTENDANCE

Dates that are not highlighted are available for entering or editing attendance.

The maximum number of class hours is equal to the number of hours the class was scheduled to meet on that date.

Enter Hours: Teacher/Class Hours

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program Is NRS Reported ☒

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014 Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: (MM/DD/YYYY) Filter End Date: (MM/DD/YYYY)

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "Add Meeting" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

9/8/2014	9/10/2014	9/13/2014	9/15/2014	9/17/2014	9/20/2014
<div style="background-color: #d9ead3; border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>	<div style="background-color: #d9ead3; border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>	<div style="background-color: #d9ead3; border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>	<div style="border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>	<div style="border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>	<div style="border: 1px solid #000; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">6</div>
Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6	Scheduled: 6

[Add Meeting](#)

CLASS MANAGEMENT – ATTENDANCE

ENTER the number of class meeting hours for the date(s) selected.

Enter Hours: Teacher/Class Hours

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program

Is NRS Reported ☒

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Class Start/End Dates: 9/1/2014 - 10/31/2014

Class Filtered Date Range: 9/8/2014 - 9/20/2014

Filter Start Date: 09/08/2014

(MM/DD/YYYY)

Filter End Date: 09/20/2014

(MM/DD/YYYY)

[Filter](#)

* Enter the hours for the class meeting. Meeting hours can be changed until they are approved. If you need to add a meeting, click on the "Add Meeting" link. Hours can be entered for any day up to the current date. If you're missing the hours for a specific date, then you may skip that day.

9/8/2014 <input type="text" value="6"/> Scheduled: 6	9/10/2014 <input type="text" value="6"/> Scheduled: 6	9/13/2014 <input type="text" value="6"/> Scheduled: 6	9/15/2014 <input type="text" value="6"/> Scheduled: 6	9/17/2014 <input type="text" value="6"/> Scheduled: 6	9/20/2014 <input type="text" value="6"/> Scheduled: 6
--	---	---	---	---	---

[Add Meeting](#)


[Save Teacher/Class Hours](#)

CLASS MANAGEMENT – ATTENDANCE

The system returns a synopsis of the Program, Class and dates selected as well as an instructional block that outlines the functions of the Attendance Entry page.

Arizona Testing Program > English 101 (Change selection)

Adult Ed Program Name: Arizona Testing Program




Is NRS Reported 

Class Name: English 101 (Winter 14/15)

Teacher Name: Jon Snow

Start Date: 9/8/2014 End Date: 9/20/2014

To input hours, just enter the hours in the text box. When you click out of the text box, it will automatically save the hours. One of the three following icons will appear next to the box:

-  - This icon means that the save was successful.
-  - This icon means that the save was successful, but there is a warning.
-  - This icon means that the save was not successful at all.

In any of these cases, you may hover over the icon to read any associated messages.

Due to the size of the page, it currently limits the number of students displayed. If there are more 25 students, you will have the option to go to the navigate pages by using the back (<<) and forward (>>) buttons. You may also enter a last name to filter the students.

Finally, you may separate students from the selected class here as well. To do this, you must check the check box marked "Remove From Class?" Once this is checked, the separate button and a grade and credits text box will appear. Click the "separate" button to separate the student. Please note that when you do this, the student will disappear from your view and no more hours can be entered. Additionally, if you check this box then enter hours, the student will be separated automatically.

CLASS MANAGEMENT – ATTENDANCE

Beneath the instructional block is a list of students who were active in the class during the timeframe selected

Filter by Last Name Reset Filter

<< Page: 1 of 1 >>

Name: [Lannister, James \(58285\)](#)
Primary Contact Phone: (601) 444 - 4444 Work Phone: Not Specified

Remove From Class? ☐ Official Transcripts? ☐ Grade: 0 Credits: 0.00

9/8/2014 0.00	9/10/2014 0.00	9/13/2014 0.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Name: [Mormont, Jorah \(58284\)](#)
Primary Contact Phone: (251) 555 - 9061 Work Phone: (251) 555 - 8979ext.

Remove From Class? ☐ Official Transcripts? ☒ Grade: Credits:

9/8/2014 6.00	9/10/2014 6.00	9/13/2014 6.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Name: [Snow Bolton, Ramsey \(58289\)](#)
Primary Contact Phone: (123) 123 - 1231 Work Phone: Not Specified

Remove From Class? ☐ Official Transcripts? ☒ Grade: Credits:

9/8/2014 0.00	9/10/2014 0.00	9/13/2014 0.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

CLASS MANAGEMENT – ATTENDANCE

From the Entry Page, hours for the available class dates may be entered for each student

Hours may not exceed the class maximum

Hours shaded in green are approved and unavailable for edit or entry

Filter by Last Name Reset Filter

<< Page: 1 of 1 >>

Name: [Lannister, James \(58285\)](#)
Primary Contact Phone: (601) 444 - 4444 Work Phone: Not Specified

Remove From Class? ☐ Official Transcripts? ☐ Grade: 0 Credits: 0.00

9/8/2014 0.00	9/10/2014 0.00	9/13/2014 0.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Name: [Lannister, Jorah \(58284\)](#)
Primary Contact Phone: (251) 555 - 9061 Work Phone: (251) 555 - 8979ext.

Remove From Class? ☐ Official Transcripts? ☒ Grade: Credits:

9/8/2014 6.00	9/10/2014 6.00	9/13/2014 6.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

Name: [Snow Bolton, Ramsey \(58289\)](#)
Primary Contact Phone: (123) 123 - 1231 Work Phone: Not Specified

Remove From Class? ☐ Official Transcripts? ☒ Grade: Credits:

9/8/2014 0.00	9/10/2014 0.00	9/13/2014 0.00	9/15/2014 0.00	9/17/2014 0.00	9/20/2014 0.00
------------------	-------------------	-------------------	-------------------	-------------------	-------------------

CLASS MANAGEMENT – ATTENDANCE

Name: Lannister, James (58285)




Primary Contact Phone: (601) 444 - 4444 Work Phone: Not Specified

Remove From Class? ☐



Official Transcripts? ☐

Grade: 0

Credits: 0.00

9/8/2014 0.00	9/10/2014 0.00	9/13/2014 0.00	9/15/2014 6 	9/17/2014 6 	9/20/2014 4 
------------------	-------------------	-------------------	---	--	--

The system validates hours against the last test entry and the state-set parameter for hours between entry. Depending on state rules, the entry may generate a warning or be denied.

-  - This icon means that the save was successful, but there is a warning.
-  - This icon means that the save was not successful at all.

As each date has data entered, a confirmation symbol will appear next to the entry. A **GREEN FLAG** means the entry was successful.

It is not necessary to submit the page to commit the attendance!

CLASS MANAGEMENT – ATTENDANCE



Warnings:

The most common reason for an attendance warning is that the student has accumulated more attendance than permitted since the date of the last assessment entry.



Denials:

The most common reasons for an attendance denial are that the number of hours entered for the student exceeds the number of class hours for that date, or that the state has instituted a denial of entry of the student has accumulated more than the permitted attendance hours since the date of the last assessment entry

CLASS MANAGEMENT – ATTENDANCE

Name: Lannister, James (58285)

Primary Contact Phone: (504) 444-1111 Work Phone: Not Specified

Remove From Class? ☐

Official Transcripts? ☐

Grade: 0

Credits: 0.00

9/8/2014

0.00

9/10/2014

0.00

9/13/2014

0.00

9/15/2014

6

9/17/2014

6

9/20/2014

4

During the hours entry process, a student who has completed his participation in the class, may be removed from the class roll by selecting the Remove from Class button

The student's participation can be added to the official transcript. A grade and/or credits may also be recorded for the student

Class Exit Date is established as the last date for which attendance was entered.

CLASS MANAGEMENT – ATTENDANCE

The Attendance Sheet function provides a printable class roll which can be used to take attendance.

The attendance sheet is based on information entered for the students placed in the class as well as class data entered at the time the class was created

CLASS MANAGEMENT – ATTENDANCE

- ▶ To access the Attendance Sheet, select **ATTENDANCE SHEET** from the Class Management module in the left-hand navigation menu

Class Management

[Class Improvements](#)

[Enter Hours](#)

[Attendance Sheet](#)

[Review Hours](#)

[New Class](#)

[Class List](#)

[New Class Location](#)

[Class Location List](#)

[Low Enrollment Alerts](#)

[Full Enrollment Alerts](#)

[Class Roster](#)

[Class Ending Alerts](#)

CLASS MANAGEMENT – ATTENDANCE

- ▶ For Program Administrators, the system presents a list of classes in the program (as illustrated below)
- ▶ State administrators will be required to first select the program, then the class
- ▶ Users with rights to only specific classes will see only those classes displayed as selections

Enter Hours: Teacher/Class Hours

Select a class for which an attendance sheet should be generated by clicking the appropriate class link

Select [<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Any] Class	From [<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Any] Adult Ed Program
Arizona Testing Program	
DOC - Demo Class	English 101
Family Literacy - Basics	Learn Ballroom Dancing
Math 101	Learn Excel - 101

* Inactive Adult Ed Program ** Inactive Class

CLASS MANAGEMENT – ATTENDANCE

The attendance sheet defaults to the most recent two weeks, but can be filtered for any range

The attendance sheet includes student information and entry blocks for each date in the range. It is intended to be printed and used to take daily or weekly roll

Arizona Testing Program > English 101 (change selection)

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Class Date Range: 9/1/2014 - 10/31/2014 Date Format: (MM/DD/YYYY)

Filter Start Date: 10/17/2014 (MM/DD/YYYY) Filter End Date: 10/31/2014 (MM/DD/YYYY) Last Name:

[Filter Sheet](#) [Reset](#)

Student Attendance Sheet

Teacher: Jon Snow Class: English 101
Class Dates: 9/1/2014 - 10/31/2014 Meeting Days: Saturday, Monday, Wednesday
Location: Library, 1st Floor

Student: Lannister, James (108723) Email: kslayer@paydebts.com

Active Enrollment Types:

NRS Registration

Primary Contact Phone: (601) 444 - 4444 Work Phone: Not Specified Cell Phone: Not Specified

10/18/2014	10/20/2014	10/22/2014	10/25/2014	10/27/2014	10/29/2014
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student: Mormont, Jorah (108722) Email:

Active Enrollment Types:

NRS Registration

Primary Contact Phone: (251) 555 - 9061 Work Phone: (251) 555 - 8979ext. Cell Phone: Not Specified

10/18/2014	10/20/2014	10/22/2014	10/25/2014	10/27/2014	10/29/2014
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROGRAM MANAGEMENT



PROGRAM MANAGEMENT

Data Changes Pending Approval

Select the area you wish to work with below.

[STUDENT REGISTRATIONS](#) [PROFILE DATA CHANGES](#) [TEST SCORES ENTERED](#) [CLASS HOURS ENTERED](#) [OUTCOMES](#)

Please Note:

1. All declined records will be permanently deleted.
2. If a record is neither approved nor declined it will stay on this page until some action is taken on it.
3. It is recommended to submit approvals/declines for one section at a time.

Currently Reviewing: Student Registrations

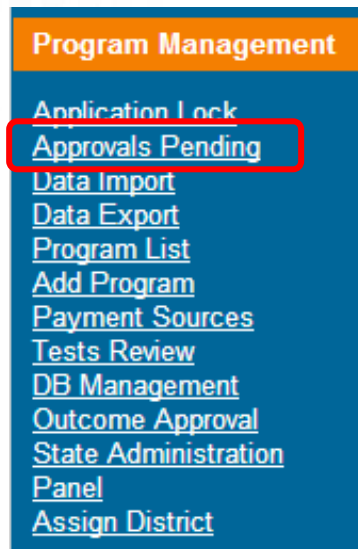
Student Registrations						793
<input type="text"/> Filter by Last Name Reset						<< Page: 1 of 32 >>
Sort By: ---Please Select One--- Refresh						
Approve	Decline	Reg Date	Student name	Functioning Level	Class(es)	
<input type="checkbox"/> All	<input type="checkbox"/> All					
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2006	Kaya Abdulvehap			
<input type="checkbox"/>	<input type="checkbox"/>	7/11/2006	Gabriel Aboubakar			
<input type="checkbox"/>	<input type="checkbox"/>	2/1/2008	Felix Acevedo			
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2011	Hari Acharya	Low Beginning ESL (06)	<ul style="list-style-type: none"> • Job Paths 10-11 Level 1 • ESL/Job Readiness 1 2011-12 	
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2011	Khina Acharya	Beginning ESL Literacy (06)	<ul style="list-style-type: none"> • Job Paths 10-11 Level 1 • ESL/Job Readiness 1 2011-12 	
<input type="checkbox"/>	<input type="checkbox"/>	1/17/2012	Hita Acharya	Advanced ESL (06)	<ul style="list-style-type: none"> • RI Works Practicum 10-11 • ESL/Job Readiness 3 2011-12 	
<input type="checkbox"/>	<input type="checkbox"/>	10/20/2005	Dominica Adamo			
<input type="checkbox"/>	<input type="checkbox"/>	4/13/2006	Amanda Adams	ABE Intermediate High		
<input type="checkbox"/>	<input type="checkbox"/>	1/18/2008	Adetunji Adesina	ABE Intermediate High		
<input type="checkbox"/>	<input type="checkbox"/>	8/15/2008	Maria Aquedelo			
<input type="checkbox"/>	<input type="checkbox"/>	1/9/2012	Claudia Aquilar	Advanced ESL (06)	<ul style="list-style-type: none"> • Advanced 	

Registration Data
Assessment Data
Attendance Data
& Outcomes

Must be **APPROVED** by a user with Program Administrator Permissions or Higher in order for data to be committed to system

PROGRAM MANAGEMENT

- Data and Approvals
- Typically limited to Program Administrators.



There are new data changes which need approval.

[Approve Changes](#)

PROGRAM MANAGEMENT

Approvals are typically required for data that impacts federal reporting:

- NRS Registrations
- Profile Changes
- Test Scores
- Class Hours
- Outcomes – State Admin & Above

Pending Approvals

Click on a section to begin the approval process.

NRS REGISTRATIONS (5 PENDING)	PROFILE CHANGES (0 PENDING)	TEST SCORES (3 PENDING)	CLASS HOURS (0 PENDING)	OUTCOMES (2 PENDING)
----------------------------------	--------------------------------	----------------------------	----------------------------	-------------------------

Please Note:

1. All declined records will be **permanently deleted**.
2. If a record is neither approved nor declined it will stay on this page until some action is taken on it.
3. It is recommended to submit approvals/declines for one section at a time.

No selection made.

PROGRAM MANAGEMENT

NRS Registrations

Currently Reviewing: Student Registrations

Student Registrations
Total Pending: 5

[Filter by Last Name](#) | [Reset](#)

Sort By: ---Please Select One--- [Refresh](#)

<< Page: 1 of 1 >>

Checkboxes outlined in red unable to be approved due to temporary SSN/EIN.

Approve	Decline	Reg Date	Student name	Functioning Level	Class(es)
<input type="checkbox"/> All	<input type="checkbox"/> All				
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2013	Rose Cliff	ABE Intermediate Low	• Demo Class for Entering Students (Part 2)
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2013	Tyrion Lannister	ABE Intermediate Low	• Demo Class for Entering Students
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2013	Gemma Morrow	ABE Intermediate Low	• Demo Class for Entering Students
<input type="checkbox"/>	<input type="checkbox"/>	7/15/2013	Clay Morrow	ABE Intermediate Low	• Demo Class for Entering Students
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2013	Test Student	ABE Intermediate Low	• How to Create a New Class - Part 1 (PRE-Copy!) • How to Create a New Class - Part 2 (POST-Copy!) • The Everything Donut Class

<< Page: 1 of 1 >>

Export (CSV)
Export (Excel)
Save to PDF

PROGRAM MANAGEMENT

Profile Changes

Currently Reviewing: Profile Data Changes

Student Profile Data Changes						Total Pending: 1					
<input type="text"/> Filter by Last Name Reset					<< Page: 1 of 1 >>						
Approve		Decline		Date	Student						
<input type="checkbox"/>	All	<input type="checkbox"/>	All		Changes						
<input type="checkbox"/>		<input type="checkbox"/>		4/29/2014	Rose Cliff						
					<table border="1"> <thead> <tr> <th>Column</th> <th>New Value</th> <th>Old value</th> </tr> </thead> <tbody> <tr> <td>phone_h</td> <td>5555555555</td> <td>5555555556</td> </tr> </tbody> </table>	Column	New Value	Old value	phone_h	5555555555	5555555556
Column	New Value	Old value									
phone_h	5555555555	5555555556									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		<< Page: 1 of 1 >>									

<input type="button" value="Export (CSV)"/> <input type="button" value="Export (Excel)"/> <input type="button" value="Save to PDF"/>
--

PROGRAM MANAGEMENT

Test Scores

Currently Reviewing: Test Scores Entered

Test Scores Entered

Total Pending: 3

Filter By Class

Filter by Last Name | Reset

Sort By: ---Please Select One---

<< Page: 1 of 1 >>

Approve	Decline	Student	Total Hours	Tests
<input type="checkbox"/> All	<input type="checkbox"/> All			Current Previous
<input type="checkbox"/>	<input type="checkbox"/>	Rose Cliff	0	<div> <div>7/5/2013 223</div> <div>Life Skills Math Form: 33M</div> </div> <div> <div>7/5/2013 220</div> <div>Life Skills Reading Form: 33R</div> </div>
<input type="checkbox"/>	<input type="checkbox"/>	Gemma Morrow	3	<div> <div>7/1/2013 227</div> <div>Employability Competency System (ECS) Math Form: 13M</div> </div> <div> <div>7/1/2013 217</div> <div>Employability Competency System (ECS) Reading Form: 13R</div> </div>
<input type="checkbox"/>	<input type="checkbox"/>	Clay Morrow	2	<div> <div>7/15/2013 245</div> <div>Employability Competency System (ECS) Math Form: 16M</div> </div> <div> <div>7/15/2013 215</div> <div>Employability Competency System (ECS) Reading Form: 15R</div> </div>

Submit

Reset

<< Page: 1 of 1 >>

Export (CSV)

Export (Excel)

Save to PDF

PROGRAM MANAGEMENT

Class Hours

Currently Reviewing: Class Hours Entered

Class Hours Entered					Total Pending: 5
		Filter By Class			Filter by Last Name Reset
Sort By: ---Please Select One---		<div><<</div> <div>Page: 1 of 1</div> <div>>></div>			
Approve	Decline	Name	Date	Hours	
<input type="checkbox"/> All	<input type="checkbox"/> All				
<div></div>					
<input type="checkbox"/>	<input type="checkbox"/>	Demo Class for Entering Students	9/11/2013	3.00	
<div></div>					
<div>Student Hours Entered</div>					
<input type="checkbox"/>	<input type="checkbox"/>	Tyrion L. Lannister		3.00	
<input type="checkbox"/>	<input type="checkbox"/>	Clay Morrow		3.00	
<input type="checkbox"/>	<input type="checkbox"/>	Gemma Morrow		3.00	
<div></div>					
<input type="checkbox"/>	<input type="checkbox"/>	Demo Class for Entering Students	9/16/2013	3.00	
<div></div>					
<div>Student Hours Entered</div>					
<input type="checkbox"/>	<input type="checkbox"/>	Tyrion L. Lannister		3.00	
<input type="checkbox"/>	<input type="checkbox"/>	Clay Morrow		3.00	
<input type="checkbox"/>	<input type="checkbox"/>	Gemma Morrow		3.00	

PROGRAM MANAGEMENT

Outcomes Pending

Currently Reviewing: Manual Outcomes Entered

Student Outcome Indicators								Total Pending: 2
<input type="text"/> Filter by Last Name Reset								<< Page: 1 of 1 >>
Approve	Decline	Decline Reason	Date	Student	Indicator	User	Program	
<input type="checkbox"/> All	<input type="checkbox"/> All							
<input type="checkbox"/>	<input type="checkbox"/>	-- Please Select -- Other: <input type="text"/>	06/30/2013	Hailey Spence	Obtain a GED/HSE	Kelly Domenico	Pawtucket Public Schools	
<input type="checkbox"/>	<input type="checkbox"/>	-- Please Select -- Other: <input type="text"/>	12/02/2013	JORGE GUERRA	Obtain a GED/HSE	Rossis Echavarria	Progreso Latino	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>								<< Page: 1 of 1 >>

<input type="button" value="Export (CSV)"/> <input type="button" value="Export (Excel)"/> <input type="button" value="Save to PDF"/>
--

USER MANAGEMENT



USER MANAGEMENT

Create and edit system users under your authority

Faculty View

User Information		Edit
Bio Information		
Name: Betty J	SSN:	
Username: betty	Active: Yes	
Permanent Address: 3 wards lane	Date of Birth:	
	Date of Hire: 1/1/2001	
	Gender: F	
Contact Information		
Work Phone: N/A	E-Mail:	
Home Phone: N/A	Receive Email: No	
Mobile Phone: N/A		
Employee Information		
Function: Local Teachers	Schedule: Part Time	
Type: Volunteer	State ID:	
Additional Information		
Education Attained:		
Certification Required: No		
Credentials		Add New
No documents		
Education		Add New
No documents		
Experience		Add New
No documents		
Exams		Add New
No documents		

USER MANAGEMENT

Track credentials, education, experience.
User data automatically populates Table 7.

Faculty Credential - Entry

Enter details about your credentials.

Faculty Credential Information	
Document Title:	<input type="text"/>
Document Number:	<input type="text"/>
Subjects:	<input type="text"/>
State:	-- Please Select One --
Date Filed:	<input type="text"/>
Issuance Date:	<input type="text"/>
Expiration Date:	<input type="text"/>
Certificate Type:	<input type="text"/>
Authorization Codes:	<input type="text"/>
Renewal Codes:	<input type="text"/>
Status:	-- Please Select One --
Documents	
Document:	<input type="button" value="Choose File"/> No file chosen
Keywords:	<input type="text"/>
Description:	<input type="text"/>
<input type="button" value="Save Credential"/>	

Faculty Education

Enter details about your education.

Faculty Education Information	
Diploma Type:	-- Please Select One --
Diploma Title:	<input type="text"/>
School:	<input type="text"/>
GPA:	<input type="text"/>
Date Received:	<input type="text"/>
Documents	
Document:	<input type="button" value="Choose File"/> No file chosen
Keywords:	<input type="text"/>
Description:	<input type="text"/>
<input type="button" value="Save Credential"/>	

USER MANAGEMENT

Assign roles and permissions to users under your jurisdiction.

ROLE MANAGEMENT

Manage Roles

Please select a Role to manage or create a new Role.

Teacher

Defining Object Type:

Description:

Assign Permissions to the Teacher Role		
Permission	Description	Code
<input checked="" type="checkbox"/> Edit Class Hours	Add, Update and Delete Class hours	CLS_HRE
<input checked="" type="checkbox"/> View Class Hours	View Class Hours	CLS_HRW
<input type="checkbox"/> List Classes	List Classes in Program	CLS_LST
<input checked="" type="checkbox"/> Class Add Students	Add Students to Class	CLS_STA
<input checked="" type="checkbox"/> Class Delete Students	Remove Students from Class (Separate from Class)	CLS_STD
<input checked="" type="checkbox"/> View Class	View Class settings	CLS_VIW
<input type="checkbox"/> Program Class Add	Add Classes to Program	CON_CLA
<input type="checkbox"/> List Programs	List of Programs	CON_LST
<input type="checkbox"/> View Program	View Program settings	CON_VIW
<input type="checkbox"/> Faculty Credentials	Modify Faculty Credentials	MOD_FAC
<input type="checkbox"/> Data Changes Approval	Approve/Dissapprove Data Changes to Scores, Hours, Student Profile and etc.	ROT_DTC
<input type="checkbox"/> System Lock	Disable Login into system temporarily	ROT_LOC
<input type="checkbox"/> Approve Outcomes	State Administrator Approves Outcomes	ROT_OAP
<input checked="" type="checkbox"/> Outcomes Run Surveys	Generate Phone lists and contact surveys for student outcomes	ROT_ORS
<input type="checkbox"/> View Ad-Hoc Query	Ability to run Ad-Hoc queries	ROT_QRY

USER MANAGEMENT

SYSTEM MESSAGING AND ALERTS

System-wide messaging allows users to send prioritized messages to all user, groups of users, or individual users under their jurisdiction

URGENT:

High Priority Alert Test

ALERT:

Normal Alert Test

NOTICE:

Low Priority Alert Test

REPORTS



REPORTS

Real Time
Reporting

Federal Reports are always available, instantly aggregated and reflect the most recent data in the system.

Federal Reports

<u>Table 1</u> Participants by Entering Educational Functioning Level, Ethnicity, and Sex	<u>Table 5</u> Core Followup Outcome Achievement	<u>Table 12 (Optional)</u> Work-based Project Learners by Age, Ethnicity, and Sex
<u>Table 2</u> Participants by Age, Ethnicity, and Sex	<u>Table 6</u> Participant Status and Program Enrollment	<u>Table 4.1</u> Educational Gains and Attendance by Educational Functioning Level calculated at the Program Level
<u>Table 3</u> Participants by Program Type and Age	<u>Table 7</u> Adult Education Personnel by Function and Job Status	<u>Table 4B.1 (Optional)</u> Educational Gains and Attendance for Pre-and Posttested Participants calculated at the Program Level
<u>Table 4</u> Educational Gains and Attendance by Educational Functioning Level	<u>Table 8 (Optional)</u> Outcomes for Adults in Family Literacy Programs	<u>Table 4C</u> Educational Gains and Attendance by Educational Functioning Level for Participants in Distance Education
<u>Table 4B</u> Educational Gains and Attendance for Pre-and Posttested Participants	<u>Table 9 (Optional)</u> Outcomes for Adults in Workplace Literacy Programs	<u>Table 5.1</u> Core Followup Outcome Achievement calculated at the Program Level
<u>Table 4C</u> Educational Gains and Attendance for Participants in Distance Education	<u>Table 10</u> Outcomes for Adults in Correctional Education Programs	<u>Table 5A</u> Core Followup Outcome Achievement for Participants in Distance Education

REPORTS

Real Time Reporting

Reports can be exported to a variety of formats including PDF and Excel

Table 4

6/17/2015

Educational Gains and Attendance by Educational Functioning Level

Enter the number of participants for each of the categories listed, the total number of attendance hours and calculate the percentage of participants completing each level

Entering Educational Functioning Level	Total Number Enrolled	Total Attendance Hours	Number Completed Level	Number who Completed a level and Advanced one or more Levels (E)	Number Separated Before Completed	Number Remaining within Level	Percentage Completing Level
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
ABE Beginning Literacy	111	11,492.75	43	41	24	44	39 %
ABE Beginning Basic Education	270	28,141.00	112	112	58	100	41 %
ABE Intermediate Low	520	52,353.75	220	223	128	172	42 %
ABE Intermediate High	743	82,725.75	227	212	157	359	31 %
ASE Low	189	16,078.50	44	32	46	99	23 %
ASE High	57	3,907.50	13	0	3	41	23 %
Beginning ESL Literacy (06)	109	12,984.75	53	51	9	47	49 %
Low Beginning ESL (06)	203	21,742.00	103	103	28	72	51 %
High Beginning ESL (06)	586	56,395.00	265	261	94	227	45 %
Low Intermediate ESL (06)	795	77,888.25	236	241	154	405	30 %
High Intermediate ESL (06)	574	58,864.50	173	165	111	290	30 %
Advanced ESL (06)	366	34,171.50	40	0	71	255	11 %
Total	4,523	456,745.25	1,529	1,441	883	2,111	34 %

The total in Column B should equal the total in Column N of Table 1

Column D is the total number of learners who completed a level, including learners who left after completing and learners who remain enrolled and moved to one or more higher levels.

Column E represents a sub-set of Column D (Number Completed Level) and are learners who completed a level and enrolled in one or more higher levels.

Column F are students who left the program or received no services for 90 consecutive days and have no scheduled services.

Column D+F+G should equal the total in Column B.

Column G represents the number of learners still enrolled who are at the same educational level as when entering.

Each row in Column H is calculated using the following formula: $H=D/B$.

Work-based project learners are not included in this table.

*Completion of ASE high level is attainment of a secondary credential or passing GED tests.

REPORTS

Instant
Results

Suite of Custom Reports provide in-depth analysis of data.
Reports always reflect most recent data entries.

Custom Reports

[Pre-Dual Registration Options \(Archive\)](#)

Run federal table reports based on logic in place prior to implementation of dual-enrollment functionality. (Pre 2008-09)

[Table 4 Names Report](#)

This report allows a user to display a list of students with First name, Last name, and if they have completed a level or if they have advanced a level from Table 4.

[Table 4b Names Report](#)

This report allows a user to display a list of students with First name, Last name, and if they have completed a level or if they have advanced a level from Table 4b.

[Table 5 Names Report](#)

This report allows a user to display a list of names of students who appear on the Table 5 report and reflects whether or not they have achieved one of the four core outcomes.

[Address Label Generation Report](#)

This report allows a user to display a list of students with First name, Last name, Street address, City, State and zip code. That information can then be pasted into Excel for use on mailing labels.

[Student Goals Report](#)

This report designed to display students with First name, Last name, Primary goal, Secondary goal, and Funding source.

[State Goals Report](#)

This report designed to display students with First name, Last name, Primary goal, Secondary goal, and Funding source for State Goals.

[Student Tests Report](#)

This report designed to display a list of students testing history listed by First name, Last name, Test name, Score and Test date.

[Student Registration/Attendance Report](#)

This report will display First name, Last name, Registration date, Separation date, YTD attendance and Entering functioning level.

[Duplicate Student Report](#)

This report will show duplicate students with matching last name, first name, and date of birth.

[Phone List](#)

Quick class roster displays student name and contact numbers.

REPORTS

Instant
Results

Custom Reports
provide access to a
variety of data
sorted in commonly
used ways.

Reports have a
variety of export
features and most
columns can be
sorted and filtered.

Test Program - Melissa (Change selection)

This report will display students for the current program year. If the current date is less than the state designated cutover date, then the previous program year can be displayed.

Year to display: 2014 - 2015 Program Year ▼

NRS Registrations during the 2014 - 2015 Program Year.

Sort by: -- Please Select -- ▼						
Student Name	Ethnicity	Employment Status	Fiscal Tests	NRS Hours	Last Grade	Is Data Matching
Bolton, Roose EIN: X73009181972503 DOB: 9/18/1972	White	Part Time	Yes	Total: Fiscal:	US: High School Diploma or alternate credential Non-US: No schooling	Yes
Cobblepot, Oswald EIN: X01801011951255 DOB: 1/1/1951	Hispanic/Latino	Full Time	Yes	Total: Fiscal:	US: Grades 9-12 (no diploma) Non-US: Grades 6-8	Yes
Hanks, Tom EIN: X10509181972106 DOB: 9/18/1972	White	Full Time	Yes	Total: Fiscal:	US: High School Diploma or alternate credential Non-US: No schooling	Yes
Weaver, Sigourney EIN: X10509181972739 DOB: 9/18/1972	White	Full Time	Yes	Total: 12.00 Fiscal: 12.00	US: High School Diploma or alternate credential Non-US: No schooling	Yes

Export (CSV)

Export (Excel)

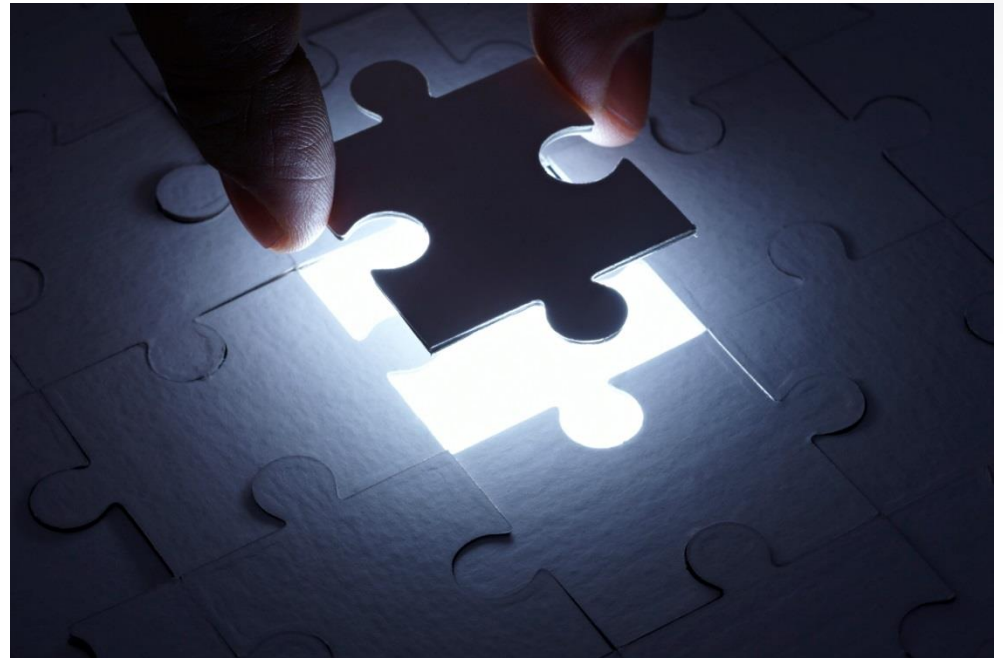
Save to PDF

ADVANSYS ADVANTAGES



CUSTOMIZATION

ADVANSYS is the core system. Benchmark works closely with the customers to customize current modules and implement new modules to meet specific state needs.



CUSTOMIZATION – Configurable Variables

A number of configurable variables are built into ADVANSYS. These are set at implementation and apply system-wide. Over the life of the system, many of these variables can be adjusted. Among the most critical are:

Variable	Default	Variable	Default
Days before Teacher Alerts are created	180	Require Selective Service validation	No
Days before Attendance Alerts are generated	90	Require user email and student email	Yes
Days before Testing Alerts are generated	60	Require minimum student age	Yes/16
Deny test entry if hours requirement is not met or warn?	Warn	Require user DOB	Yes
Maximum Intake Hours	4	Require student/user phone	Yes
Count Intake Hours toward attendance total?	Yes	Display State Goals module	No
Is Table 4 Advance based on a single test?	Yes	Display Transcript	Yes
Days to require password reset	Disabled	Enable Accuplacer Tests	No

TRAINING

Benchmark conducts periodic webinars and provides access to visual how-to presentations.

Benchmark provides written and online help manuals and a support staff trained to resolve issues.



The big question:

**What
does all
this
mean for
me?**



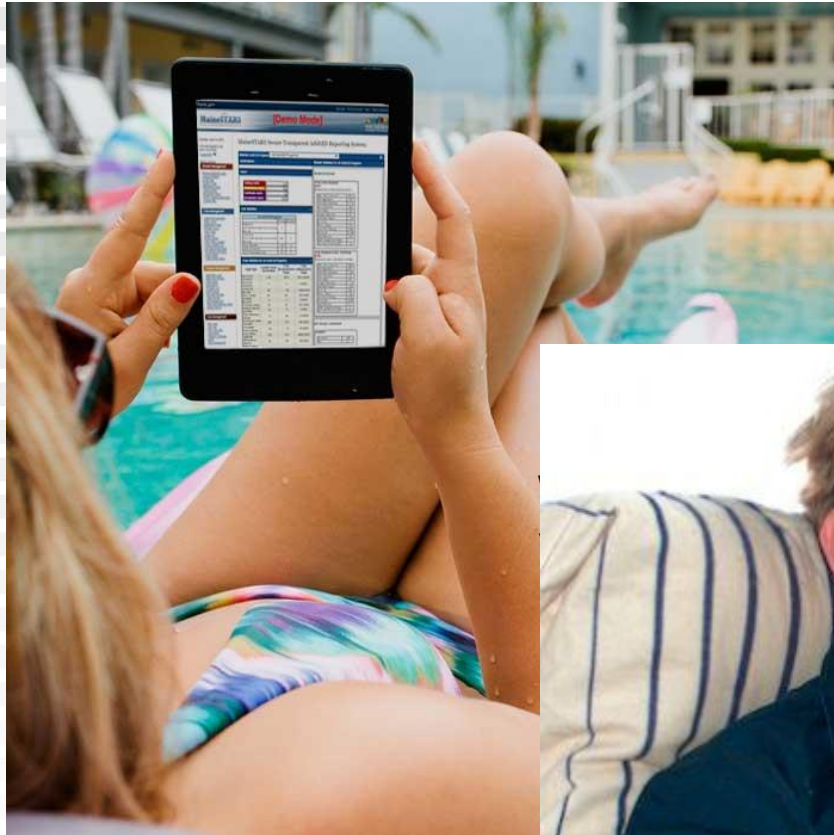
Peace, Harmony and Balance



Okay, so maybe not quite that...

- Fewer administrative headaches
- Greater efficiency
- More flexibility
- More accurate data
- Improved reporting





As well as the possibility of being “at work” ...



And Even When You're Sick

Add-on modules and services from Benchmark provide enhanced opportunities for improvement

GEDADVANTAGE | 

Automatically matches GED or HiSet data to student profile for fulfilment of Table 5 requirements

CAREERSTART | 
CONNECTING STUDENTS & EMPLOYMENT

Creates student employment portfolios and assists in creating employment opportunities for students

CONTINUED | 

Provides outreach platforms and management tools for programs wishing to provide program and class data online

MAESTRO | 

Accreditation tracking and workflow management software.



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